BFCHRJ-073 – Project Manager | Application Support & Development | Bahrain

About the role:

The role of the Project Manager (PM) is to plan, execute, and finalize IT-related projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts and expectations of stakeholders, project team, third-party contractors, suppliers and/or consultants to ensure successful project delivery. The PM will also define the project objectives and oversee quality control throughout its life cycle.

Your Responsibilities:

- Meet and effectively communicate with business manager, end users, IT team, and external parties to obtain business requirements and to transfer such requirements to IT projects.
- Produced detailed IT project plans using Microsoft Project.
- Direct and manage project implementation and project resources from beginning to end.
- Lead complex IT systems implementation projects, possibly scanning multiple countries and potentially multiple sub-contractors and suppliers.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Effectively communicate project expectations and progress to team members and stakeholders in a timely and clear fashion.
- Estimate the resources and participants needed to achieve project goals and draft budget proposals and recommend subsequent budget changes where necessary.
- Define and continually manage project expectations stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan, schedule, and track project timelines and milestones using appropriate tools.
- Deliver project progress reports, proposals, related documentation, and presentations.
- Proactively manage changes in project scope, identify potential risks, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

About You

- University degree in a related field.
- Project Management certification
- Previous experience in being a lead PM in successfully completed IT projects
- Previous history of being an effective communicator. Must be able to demonstrate.
- Minimum 5 years work experience in IT project management, including all aspects of process development and execution, preferably in banking or finance services field.
- Certifications in project management from recognized institution.
- Familiar with PM software, such as MS Office Project, programming concepts and languages such as Visual Studio Net.
- Understanding of Internet, Intranet, Extranet, client/server architectures, with technical knowledge of business applications, databases, networking, and IT infrastructures.
Experience at working independently and in a team-oriented, collaborative environment.