

We're Hiring

Project Manager

Job Overview:

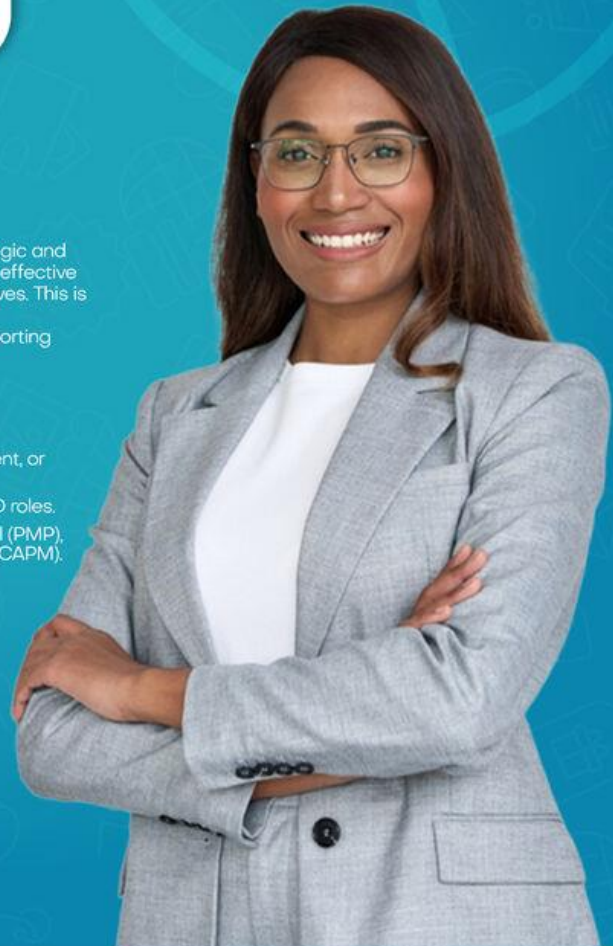
The Project Manager will be responsible for driving strategic and operational projects across the organization by ensuring effective planning, governance, tracking, and delivery of key initiatives. This is a non-technical role focused on project management, coordination, stakeholder alignment, compliance, and reporting.

Qualifications:

- Bachelor's degree in Business Administration, Management, or equivalent.
- 5–10 years of experience in project management or PMO roles.
- Certification preferred: Project Management Professional (PMP), PRINCE2, or Certified Associate in Project Management (CAPM).

DEADLINE: 16 NOV 2025

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Responsibilities

• Project Governance & Planning

Develop and maintain project charters, plans, schedules, RACI matrices, and status trackers.
Align project timelines and milestones with business objectives.
Support PMO in enforcing project governance standards, templates, and documentation.

• Stakeholder Management

Act as a bridge between business units, vendors, and internal teams.
Facilitate regular steering committee meetings, project updates, and cross-functional coordination.
Track decisions, risks, and dependencies and ensure accountability across stakeholders.

• Monitoring & Reporting

Maintain and update the project portfolio dashboard.
Prepare and present weekly/monthly project status reports to management.
Track KPIs, SLAs, budgets, timelines, and deliverables.
Ensure compliance with organizational and regulatory reporting standards.

• Risk & Issue Management

Identify and log project risks, issues, and change requests.
Support mitigation planning and escalate critical items to leadership.
Monitor project progress to proactively avoid delivery slippages.

• PMO Enablement

Standardize and implement PMO processes, templates, and tools.
Maintain the project documentation repository (SOWs, BRDs, timelines, approvals, etc.).
Support resource allocation planning and portfolio prioritization.
Plus point Payment system knowledge/Experience.

• Budget & Resource Tracking

Coordinate with finance and procurement to ensure cost controls.
Support vendor onboarding and invoice tracking.
Track utilization of internal and external resources.

Skill & Amp tools

- Strong Excel, PowerPoint, and MS Project; working knowledge of Jira & MSProject.
- Clear written and verbal communication; stakeholder management and facilitation skills.
- Analytical, detail-oriented, and structured; comfortable with numbers, governance, and deadlines.

For more information: Toll Free 0800 785 555

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