



## **JOB VACANCY**

CRDB Bank PLC is looking for suitable person to fill a vacant position of **Portfolio Manager; IT & Digital Transformation Projects** in the Department of Project Management Office at the Head Office, in Dar es Salaam.

### **Job Purpose:**

Reporting to Head; Project Management Office, the role is responsible to ensure successful delivery of IT and Digital Transformation projects in line with the approved baseline and strategy.

### **Key responsibilities:**

- Translate the digital transformation strategy into relevant projects and programs
- Establish and effectively motivate for the requisite resources necessary for successful implementation of portfolio projects and programs
- Contribute to formulation and review of the digital transformation strategy
- Review and improve projects/programs business cases to ensure they are aligned to the digital transformation strategy
- Coach and mentor project and program managers under the portfolio
- Define, leverage and manage synergies and dependencies between the various IT and Digital Transformation Projects/Programs
- Ensure compliance to the organizational project management framework in execution of portfolio projects and programs
- Maintain the knowledge base for the portfolio
- Develop and maintain templates, checklists and other project artefacts that support effective implementation of portfolio projects/programs
- Direct and motivate the portfolio team
- Effectively communicate portfolio expectations to team members and stakeholders in a timely and clear manner
- Liaise with portfolio stakeholders on an on-going basis
- Set and continually manage expectations with team members and other stakeholders.
- Manage portfolio risks, issues, dependencies and assumptions by ensuring proper recording, assignment, ownership and timely escalation to the appropriate level of management where necessary
- Communicate progress to relevant stakeholders in a clear and timely manner
- Monitor progress against plan and institute corrective measures in the event of any deviations

- Manage changes to the portfolio baseline in line with the stipulated change control process and best practice
- Effectively manage performance of third party vendors and contractors
- Oversee successful transition of portfolio projects/programs into operations
- Leverage the benefits management framework to facilitate realization of envisaged benefits from the portfolio projects and programs
- Drive adoption of portfolio deliverables through effective change management.

**Attributes:**

- Good Communication skills
- Project/Program/Portfolio Management
- Digital Transformation Strategy Execution
- Stakeholder Management
- Communications Management
- Change Management.

**Qualifications and Experience**

- Bachelor's degree with a STEM focus (Science, Technology, Engineering or Math) or in Business Administration or any other related field. MBA would be an added advantage
- A minimum of 5 years' experience in project/program/portfolio management
- At least 5 years working experience in the financial services industry
- Advanced knowledge of Agile Project Management methodologies.

**Remuneration:**

CRDB BANK PLC offers competitive remuneration and benefits. Successful candidate will receive attractive and competitive package commensurate with the demands of the position.

**Mode of Application & Closing Date**

Interested candidates who meet the above criteria should submit an Application Letter accompanied with copies of academic transcripts, certificates and with a detailed up to date CV with two work related referees addressed to the Director of Human Resources to reach him not later than **24<sup>th</sup> September 2019.**

**Director of Human Resources**

**CRDB Bank Limited**

**P.O.Box 268**

**DAR ES SALAAM**

Tel: 022-2117441/7

**Email: [career.career@crdbbank.com](mailto:career.career@crdbbank.com)**