

NATIONAL WOMEN ENTREPRENEUR COUNCIL

SCHEME OF SERVICE

Post

Project Manager (On a contractual basis)

Age Limit

Candidates should not have reached their 45th birthday by the closing date of the submission of the applications.

Qualifications & Experience:

- Master's Degree in Business Administration (qualifications pertaining to successes in women entrepreneurship)
- Degree in Management, Business-related field or equivalent.
- At least 5 years' hands-on experience in managing technology/ business projects.
- Experience in Project Management Office would be an advantage.

Job Purpose

As a Project Manager you will be responsible for the implementation of projects according to defined scope, timeline and budget. You will also assist in building and nurturing a project and transformation culture through activities such as project selection and prioritisation, project portfolio management including reporting and benefits realisation, change management and coaching.

- Assist in defining the project business case including objectives, scope, cost-benefit analysis, resource requirements and technical feasibility for presentation to the project steering committee.
- Plan, coordinate and track project tasks, deliverables, milestones, issues, risks and financials to ensure projects are delivered within scope, schedule and budget.
- Assemble and coordinate project staffing as per project requirements and ensure resource optimisation throughout project cycle.
- Develop and maintain a project repository with up-to-date project-related documentation, project health, sign offs and lessons learnt, for regular reporting.

- Prepare project management reporting and dashboards as per established standards for project monitoring purposes.
- Coach and provide training to internal stakeholders on project management techniques.
- Establish relationships and negotiate with external project stakeholders (consultants, vendors, service providers, business partners, etc.) by representing the bank's interests in the most professional manner.
- Assist in developing benefits realisation plan and tracking of business benefits post-implementation to calculate return on investment.
- To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Project Manager in the roles ascribed to him/her.

Technical & Behavioural Skills:

- Strong knowledge of Project Management disciplines
- Project Management tools: Microsoft Project, Portfolio management and reporting
- Very good command of Microsoft Office tools
- Experience of people/ team management and change management
- Agile project management experience is a plus
- Excellent attention to detail
- Excellent verbal and written communication skills, and ability to communicate and create relationships at all levels in the organisation
- Excellent project leadership skills
- Strong team player
- Strong critical thinking and problem solving skills
- Ability to work under pressure and meet tight deadlines
- High adaptability skills

Salary, Terms and Conditions of Employment

- **Salary:** Flat rate Rs. 50,900 a month.
- **Travelling Allowance:** In accordance with regulations in force.
- **Passage Benefits:** At the rate of 5% of annual salary drawn.
No passage benefits will be earned during the 21 days' annual leave whether taken or cashed.
- **Gratuity:** At the rate of two months' salary on completion of 12 months' satisfactory service.

Termination of Contract

- (a) The Council may, at any time, terminate the employment of the officer by giving one month's notice in writing or by paying one month's salary.
- (b) The Officer may resign from his/her employment by giving one month's notice in writing or by paying one month's salary to the Council.
- (c) Should the officer, in any manner misconduct himself/herself, the Council may terminate his/her employment forthwith and thereupon all rights and advantages reserved shall cease.