Assistant Project Manager at Turnkey Africa Kenya

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

Turnkey Africa is a leading Pan-African insurance technology and services provider. We develop, supply and manage end-to-end insurance business software solutions and services for the insurance industry. Turnkey's flagship product, TurnQuest Insurance Suite, is one of the most dynamic products in the market providing a comprehensive and integrated set of applications built on a common platform, that covers the entire insurance lifecycle. TurnQuest is further augmented by data and analytics capability that gives the insurer a -degree view of their business. Turnkey has a reputation of the highest standards in engineering excellence and we invest heavily in R & D to ensure a future-proof product in an industry that is constantly evolving and changing. Our uncompromising attention to detail has enabled us to achieve a distinctive % success rate in implementation of insurance and bancassurance solutions across Africa. As a Pan-African organisation, delivering real value to our clients is core to our DNA. This culture is manifested in the makeup of our company through a combination of experience and energy that ensures our team is in the unique position of being able to provide both thought leadership and innovative advice to our clients. With a dedicated team of over professionals with extensive industry knowledge and expertise, we are getting the job done!

SUMMARY OF ROLE

The Assistant Project Manager will be responsible for overseeing and managing the successful execution of projects. You will collaborate with cross-functional teams, including software engineers, business analysts, and quality assurance professionals, to ensure the

timely delivery of high-quality products and projects that meet client requirements and business objectives.

ROLES AND RESPONSIBILITIES

Project Planning and Execution: Develop comprehensive project plans, including scope, goals, deliverables, timelines, and resource allocation, considering business requirements, client expectations, and available resources.

Project Monitoring and Control: Track project progress, monitor key metrics, and ensure adherence to project schedules, milestones, and budgets. Proactively identify and address potential risks and issues, and adjust project plans as needed.

Team Collaboration: Foster effective collaboration and communication among project team members and stakeholders. Facilitate regular team meetings, status updates, and project reviews to ensure alignment and transparency.

Requirements Management: Work closely with business analysts and stakeholders to define and document project requirements, ensuring a clear understanding of client needs and expectations.

Resource Management: Coordinate and allocate resources, including software engineers, testers, and other project team members, to ensure optimal resource utilization and project efficiency.

Stakeholder Management: Engage with internal and external stakeholders, including clients, executives, and other project sponsors, to understand their expectations, provide project updates, and manage their feedback and concerns.

Risk and Issue Management: Identify and assess project risks and issues, develop mitigation strategies, and implement appropriate contingency plans to minimize project disruptions and ensure timely resolution.

Quality Assurance: Collaborate with quality assurance professionals to establish and maintain quality standards, review test plans, and ensure rigorous testing of software products before deployment.

Change Management: Manage change requests and scope changes, evaluating their impact on

project timelines, budgets, and resources. Communicate changes effectively and ensure proper change control processes are followed.

Project Documentation: Maintain accurate and up-to-date project documentation, including project plans, requirements, meeting minutes, and status reports. Ensure project documentation is accessible and organized for future reference.

Qualifications:

Bachelor's degree in Computer Science, Software Engineering, Business Administration, or a related field.

Proven experience 2 years as a Project Manager, preferably in the software development industry, with exposure to insurance-related projects being a plus.

Strong understanding of project management methodologies, such as Agile/Scrum or Waterfall, and experience in applying them effectively.

Familiarity with insurance industry concepts, regulations, and software solutions is highly desirable.

Excellent organizational, planning, and time management skills, with the ability to manage multiple projects simultaneously.

Strong leadership and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and stakeholders at various levels.

Exceptional communication skills, both verbal and written, with the ability to convey complex information in a clear and concise manner.

Proficiency in project management tools and software, such as JIRA, Microsoft Project, or similar platforms.

Analytical thinking and problem-solving abilities, with a focus on finding practical solutions to project-related challenges.

Professional certifications in project management, such as PMP (Project Management Professional) or PRINCE2, are preferred.

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