

IT Project Manager at Dynasoft Business Solutions

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Dynasoft Business Solutions Ltd is a leading business solutions provider based in Nairobi, Kenya with a client base that spans across different industries and sectors. We always seek to consistently create value for our clients by providing IT consulting services and building solutions tailored to their business needs. By streamlining the design and deployment of new systems and by automating operational processes Dynasoft enables organizations to reduce operating costs and realize business value from their technology investments. We are a Microsoft Certified Business Solutions Partner specializing in the customization and roll-out of the Microsoft Dynamics NAV System, Microsoft SharePoint as well as systems consultancy and IT project management. With a dedicated staff of trained, accredited and highly experienced Microsoft Certified Professionals, Dynasoft aims to deliver outstanding levels of service and satisfaction to its client pool. Our industry specific experts work with the client throughout, from initial project scoping to go-live and on-going support with a tried and tested implementation methodology, delivering a total solution. Dynasoft Business Solutions Ltd combines mature processes, robust delivery models and world-class expertise to design, build, and deploy enterprise-wide resource planning applications that drive business transformation and enable cost and operational efficiencies

Key Responsibilities

Project planning- Upon confirmation of scope, plan for the project execution and assign responsibilities to all parties involved. Confirm project resources and ability to deliver and

integrate project work plans with inputs from different cross functional teams.

Prepare project initiation and governing documents like, project charter and project management plans.

Project Budget Management-Manage project budget and resource allocation as well as constantly checking on project progress toward meeting set objectives, determining the cause of deviations from the plans if any and take corrective actions to address deviations.

Module Rollout Management – Lead planning for individual module rollout, as assigned and agreed with the business, and monitor progress and close module rollout.

Work planning and Management- follow a defined agreed upon project management methodology for planning, defining, execution monitoring and reporting activities within a project life cycle.

Deliverable Management- create the deliverable responsibility matrix based on input from the teams involved to ensure they understand their responsibilities and establish required processes and tools to track the execution of those responsibilities.

Quality Management- Manage peer reviews, deliverable confirmation, acceptance, and transition checkpoints with clients.

Scope Management- Review, validate, assign scope changes, and track the progress and participate in review and approval meetings. Facilitate the definition of scope, service levels and user requirements.

Become the point contact with client(s) while maintaining and enhancing client(s) relationships.

Convene regular project steering committee meetings that include, executive sponsors and other stakeholders.

Prepare and submit weekly project status updates to the client.

Provide regular reporting and presentation of project status, progress, risks, and issues for timely resolution

Develop processes and procedures to support the achievement of project objectives and

successful delivery.

Ensure project documentations are up to date and signed by all parties.

Project closure- ensure all project deliverables in scope are completed, milestone signed off and milestone certificates secured.

Key competencies

Professional and Academic Qualifications

Bachelor's degree in project planning and Management, Computer Science, Business Information Technology, IT or any other related.

Professional Certification in Project Management- Prince2 / PMP certifications(essential)

3 years' experience in managing ERP projects.

Desirable Skills

Demonstrate the ability to work with multiple teams.

Excellent communication skills

Excellent documentation skills

Ability to lead and manage technical teams and client project teams.

Meets or exceeds project revenue targets.

Great team player, decisive, strategic thinker, deadline & result-driven, and highly organized

Ability to resolve conflict with teams and with users/stakeholders, both internally and externally

Ability to understand business processes and provide insight to the best practices.

Exceptional customer relationship management skills with the ability to provide workable solutions during crisis situations.

Highly refined project and time management capability while being able to prioritise work, deliver within deadlines and manage crises/conflicts.

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