**IT Projects Officer at Prime Bank Kenya**

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

## Job Description

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Prime Bank Ltd is one of the leading private banks in Kenya and was founded in .

Serving its customers for over 30 years, with a network of 23 branches, Prime Bank has the expertise to deliver flexible, efficient and personalized services.

**THE POSITION**

Reporting to the Projects Manager, the Projects Officer will be involved in key projects within the Bank providing essential support to the project manager and other team members to achieve project success.

The role will oversee all aspects of projects and will responsible for coordination and completion of projects on time within budget and scope.

**KEY RESPONSIBILITIES**

 Understanding business needs and requirement gathering for the project.

 Involved in Ensuring projects are initiated, planned, managed, and governed in a consistent, transparent, and disciplined manner.

 Coordination of internal resources and third party/ vendors

 Ensuring Projects Operate within time Frames and Scope

 Monitoring and Tracking Progress

Creating and managing comprehensive Project documentation

Analyzing/ testing deliverables.

Reporting Project status.

Identifying problems or risk

Delivering appropriate and effective communication to stakeholders

Ensuring successful closure of project

Training and handover of the completed project to the respective Team.

## SKILLS

Thorough familiarity with word processing, spreadsheet, and project scheduling applications.

Ability to work effectively as a team member and independently.

Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short and long-term deadlines.

Excellent written and verbal communication skills

Excellent critical and creative thinking and analytical skills

Good understanding of Software development practices, programming languages and various programming tools.

## QUALIFICATIONS

Degree in Computer Science, Information Technology

Master's Degree in IT / Project Management will be and added advantage

Project Management Certifications (PMP, PRINCE etc.) will be an added advantage

Exposure or certification in Oracle, SQL SERVER, UNIX

Minimum 2 Years working experience is a must.

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