



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Project Lead
Reporting to	Chief Information Officer
Location	Port Moresby, Bank of Papua New Guinea
Salary range	Grade 7
Employment Type	National Contract

Role Description

The Project Lead role is responsible for overseeing the administration and governance of technology projects within the ICT department. This role acts as a technology project management office (PMO) within the department, ensuring that all digital initiatives, from concept to deployment, are aligned with the Bank's strategic goals and delivered on time. The role focuses on managing project processes, enforcing governance, and ensuring technology solutions meet business objectives.

Responsibilities

Project Management Governance

Key Activities

- Enforce the use of project management methodologies across all digital and technology initiatives to ensure consistent and high-quality project delivery
- Monitor project progress and ensure adherence to timelines, budgets, and scope requirements

Leadership

Key Activities

- Provide leadership and direction to project teams, ensuring effective coordination and successful delivery of technology projects
- Act as a mentor to other project managers and support the development of project management capabilities across the ICT department

Digital Transformation

Key Activities

- Leadership in the deployment and integration of modern technology platforms to replace outdated systems, ensuring a smooth transition to digital-first solutions
- Ensure that all digital initiatives contribute to the Bank's broader digital transformation goals

Risk and Compliance Management

Key Activities

- Identify and assess potential risks related to digital transitions, implementing mitigation strategies as needed to minimise impact
- Ensure that all projects comply with internal policies and external regulatory standards

Financial Accountability

Key Activities

- Oversee the financial aspects of technology projects, ensuring that expenditures align with the allocated budget
- Identify opportunities for cost savings and resource optimisation in digital transitions and deployments
- Provide financial reporting on project expenditures, variances, and resource allocation to senior management

Enterprise Integrated Management Platform Accountability

Key Activities

- Ensure that all technology projects are fully tracked and managed using the Bank's Enterprise Integrated Management Platform, adhering to established processes and standards without exception
- Maintain accurate and up-to-date project information in the platform, including budgets, risks, timelines, and resource allocation

- Follow all governance protocols and guidelines for platform usage, ensuring transparency and accountability
- Leverage the platform to generate progress reports for stakeholders, providing visibility into project performance and status.

Subject Matter Expertise

Key Activities

- Provide expert advice on digital technologies, project management methodologies, and best practices to guide strategic decision-making within the Bank.
- Serve as a key advisor on technology deployment strategies and digital transformation efforts, ensuring alignment with the Bank's long-term goals.
- Act as a subject matter expert on project management governance, offering insights on improving processes and delivering successful project outcomes.
- Stay informed on the latest trends and developments in digital technology and project management to apply innovative solutions to Bank initiatives.

Continuous Quality Improvement

Key Activities

- Continuously evaluate and improve technology project management processes to ensure efficiency, effectiveness, and alignment with best practices.
- Implement best practices in project delivery, quality assurance, and change management to ensure all digital initiatives meet the highest standards of excellence.
- Solicit feedback from project stakeholders and end-users to identify areas for improvement and implement solutions to enhance future projects.
- Drive a culture of continuous improvement within the ICT department, ensuring that lessons learned are incorporated into future project planning.

Professionalism

Key Activities

- Uphold the highest standards of professionalism and integrity in all project management activities, ensuring transparency and accountability.
- Actively pursue professional development opportunities to stay updated with industry trends in digital transformation and project management methodologies.
- Demonstrate a commitment to ethical project management practices and drive a culture of professionalism within the project teams.
- Ensure that project decisions and actions are made in the best interest of the Bank and its stakeholders.

Relationships

Key Activities

- Build and maintain strong relationships with internal and external stakeholders, ensuring that expectations are met and collaboration is effective.
- Work closely with business units, external partners, and vendors to ensure project alignment and success.
- Ensure that stakeholder expectations are managed effectively, providing clear and timely communication on project status, risks, and outcomes.
- Collaborate with cross-functional teams to drive engagement and support for digital initiatives across the Bank.

Requirements

- Bachelor's or Master's degree in Information Technology, Project Management, or a related field
- Minimum of 5 years of experience managing technology projects or programs, preferably in a banking or financial services environment
- Familiarity with digital transformation strategies and managing large-scale digital transitions.
- Experience with project management methodologies (e.g., Agile, PRINCE2) and technology frameworks
- Leadership and Influence – Ability to lead technology project teams, manage cross-functional coordination, and influence stakeholders to drive project success
- Technical Expertise – Strong understanding of digital technologies, project management tools, and governance frameworks.
- Strategic Vision – Ability to align project management processes with the Bank's long-term strategic objectives
- Risk and Compliance Management – Proficient in identifying project risks and ensuring compliance with regulatory standards.
- Collaboration & Communication – Strong communication skills with the ability to manage diverse teams and communicate project goals effectively.
- Problem-Solving & Adaptability – Ability to resolve project challenges efficiently and adapt to the evolving needs of the Bank.

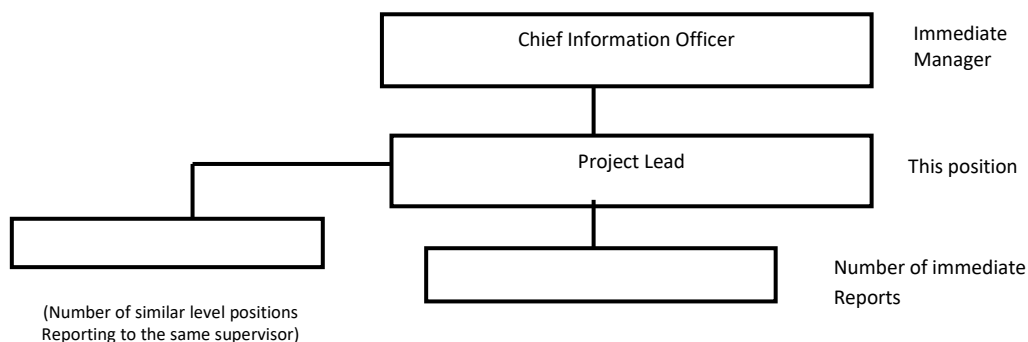
Working Relationship

The Project Lead will establish and maintain the following internal and external relationships:

- **Internal**
- ICT Leadership Team
- Project Managers
- Business Units
- Change Management Teams
- Risk and Compliance Teams
- Data Governance Teams
- **External**
- External consultants and vendors
- Regulatory authorities
- Industry partners

<u>Function</u> Governance	<u>Objective 9</u> High Performance Culture is thriving <u>Objective 10</u> Targeted Capability is uplifted and performance is improved
<u>Goal 6</u> Establish BPNG as a modern high performing and trusted institution	<u>KRA 9.1-9.5</u> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. <u>KRA 10.1-10.5</u> We understand the Bank's future needs and are preparing the workforce to meet new challenges.

Reporting Relationship



Refer also to the full Organisation Chart

Bank Values:

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.

- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.