BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Project Manager
Reporting to	Chief Information Officer
Location	Port Moresby, Bank of Papua New Guinea
Salary range	Grade 9
Employment Type	National Contract

Role Description

The Project Manager role is responsible for overseeing the successful planning, execution, and completion of the Bank's key technology, data, and digital projects. This role bridges technical teams with business objectives, ensuring projects are delivered on time, within budget, and meet the strategic goals of the Bank. This is a dynamic and impactful role, contributing directly to the Bank's ongoing digital transformation and data governance efforts.

Responsibilities

Project Management
Key Activities
- Oversee the planning, execution, and completion of projects related to technology, data, and digital transformation.
- Ensure all projects meet strategic objectives and are delivered on time and within budget.

Leadership
Key Activities
- Act as a mentor and leader to project team members, promoting a collaborative and inclusive team environment.
- Lead cross-functional project teams, providing clear direction, support, and guidance to achieve project success.
- Represent the ICT department in discussions with stakeholders, ensuring alignment between project outcomes and the Bank's broader strategic objectives.

Data Governance
Key Activities
- Ensure data governance frameworks are effectively implemented and adhered to across all projects.
- Manage the secure handling and processing of sensitive data in compliance with regulatory standards.

Continuous Improvement
Key Activities
- Drive a culture of continuous improvement within project management, adopting new technologies and methodologies to enhance efficiency.

Stakeholder Management
Key Activities
- Manage relationships with key stakeholders, both internal and external, to ensure clear communication and alignment with business objectives.

Financial Accountability
Key Activities
- Budget Management - Oversee the financial aspects of all technology, data, and digital projects, ensuring that expenditures stay within the allocated budget.
- Cost Efficiency - Identify opportunities to optimise costs and improve financial efficiency throughout the project lifecycle.
- Financial Reporting - Provide regular updates to senior management on the financial status of projects, including expenditure tracking, forecasting, and any variances against the budget.

- Resource Allocation - Ensure that financial resources are allocated effectively to support project goals, avoiding overspending or underutilisation of funds.
- Vendor Management - Manage the financial relationships with vendors and service providers, ensuring cost-effective contracts and service agreements are in place.

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Continuous Quality Improvement

Key Activities

- Continuously evaluate ongoing projects and processes to identify opportunities for improvement.
- Implement best practices in quality assurance and project delivery, ensuring that all initiatives meet the highest standards of excellence.

Professionalism

Key Activities

- Uphold the highest standards of professionalism and integrity, demonstrating a commitment to ethical project management.
- Actively pursue professional development opportunities to stay current with emerging trends in technology, data, and digital project management.

Relationships

Key Activities

- Build and maintain strong relationships with internal and external stakeholders, fostering trust and collaboration.
- Ensure that stakeholder expectations are managed effectively, and that project communication is clear, concise, and aligned with the Bank's goals.

Support the Banks Corporate Values

Key Activities

- Demonstrate behaviours consistent with the Bank's values

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
- Experience with modern digital technologies, data management frameworks, and project management methodologies such as Agile or PRINCE2.
- Proven track record of leading digital transformation projects and enhancing operational efficiency through technology.
- 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.
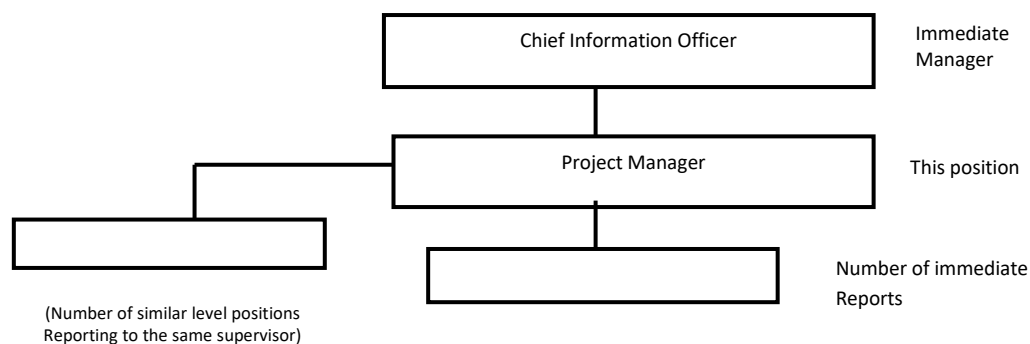
Working Relationship

The Project Manager 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**
- Third-party vendors and service providers
- Regulatory bodies and industry partners

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

Reporting Relationship

Chief Information Officer — Immediate Manager

Project Manager — This position

(Number of similar level positions Reporting to the same supervisor)

Number of immediate Reports

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.