

IT Project Lead - Information Technology

Bank of Cyprus is looking to recruit an IT Project Lead - Information Technology, for the Nicosia Region offices of the Operations Division.

PURPOSE

The successful candidate will work with business partners and IT resources to define the detailed scope of projects, prepare project plans and manage all phases of projects from conception to rollout. He / She will be expected to effectively communicate project goals and project plans with regular reports, escalate issues and risks and propose mitigation actions to ensure project goals and objectives are achieved within the agreed timeframes and budgets.

RESPONSIBILITIES & MAIN ACTIVITIES

- Monitor the IT Project Portfolio and prepare the summary report on the overall status of multiple projects.
- Work with business partners to define scope and prepare detailed project plans
- Provide leadership and hands-on management for the projects & assignments.
- Ensure that project goals and objectives are achieved within the established project timeframe, guidelines/scope, and budget.
- Manage all phases of projects including pre-mobilization, mobilization, planning, requirements analysis, design, development, testing and rollout.
- Effectively communicate project goals and objectives, timeline, regular project status, risks, escalations and mitigation plans to management, the project team and partners.
- Create and manage the activity plan, personnel, deliverables, dependencies, and outcome.
- Ensure project documents are complete, current, and distributed appropriately, using the established standard project document templates.
- Obtain approval from key stakeholders when the project is ready to be implemented and ensure that all key stakeholders are fully aware of progress, challenges and any updates.
- Deliver closing report and lessons learned when the project or assignment is completed.

COMPETENCIES

- Results orientation / Accountability
- Analysis & Problem Solving
- Resilience / Adaptability
- Customer Service Orientation
- Communication / Interpersonal Skills
- Team Work

EXPERIENCE / KNOWLEDGE

- Previous experience in IT project management.
- Banking industry business understanding and experience.
- Knowledge of banking industry technologies.

REQUIRED QUALIFICATIONS

- Bachelor's or Master's Degree in Project Management or in an Information Technology related subject.

ADDITIONAL QUALIFICATIONS

- Certification in project management will be considered an advantage.

REMUNERATION

Successful candidates will be offered an attractive remuneration package depending on qualifications and experience.

APPLICATIONS

Interested individuals can submit their applications through the «**e-Recruitment**» system, which is available at the Bank's website www.bankofcyprus.com.cy (Careers), following the steps below:

- Registration
- Profile submission
 - Electronic submission of personal/academic/professional and other data
 - "**Release**" of the profile
- Application through "**Employment Opportunities**" section
 - Job Search
 - Start
 - Select Job
 - Apply
 - Send Application (top, right hand side)
 - Send Application

All applications must be submitted by Thursday 12/01/2017.

SELECTION PROCESS

Applicants who possess the necessary qualifications will be invited to a written examination and personal interviews.

IMPORTANT NOTES

- Applicants who submitted their CV in the past and who meet the above criteria will need to apply for the specific position through the "e-Recruitment" system.
- Applicants who participated in a recruitment procedure (written examination/personal interview) of the Bank within the last 12 months do not need to submit their CV again.

- Applications that do not meet the specified criteria or are not received within the specified deadline will not be considered nor will they receive any answer regarding the status of their application.
- Only electronic applications through the «**e-Recruitment**» system, will be considered.
- **If the information provided in the submitted CV proves to be untrue, inaccurate or incomplete, it may result in the rejection of the application.**
- All applications will be treated in strict confidence.