



PostBank

VACANCY NOTICE

PostBank is a Commercial Bank that is committed to fostering prosperity for Ugandans. The bank is growing and giving opportunity for its employees and the public. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: PROJECT MANAGER

REPORT TO: HEAD CHANGE & PROJECT MANAGEMENT OFFICE

JOB PURPOSE

- The role holder is responsible for planning, coordinating, and integrating cross-functional projects that are significant in scope and impact. They will support the Head of the Change and Project Management Office in establishing structured change management approaches to help teams and individuals transition from current to future states, enabling successful adoption of new processes and systems.
- The role also entails organizing people and resources efficiently to ensure projects are delivered on time and within scope from initiation to completion.

KEY RESPONSIBILITIES /KEY DELIVERABLES

- Build and develop project teams to ensure maximum performance, providing purpose, direction, and motivation.
- Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation.
- Coordinate internal and external resources to ensure projects remain within scope, schedule, and budget, working closely with teams across departments.
- Analyze project progress and when necessary, adjust scope, timelines, and costs to ensure that project team adheres to project requirements.
- Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on project status and changes.
- Establish and maintain processes to manage scope over the project lifecycle, setting project quality and performance standards, and assessing and managing risk within, and across, multiple projects.
- Develop and manage partnerships with third-party vendors and other external stakeholders.
- Monitor and assign resources appropriately to streamline project efficiency and maximize deliverable outputs.
- Report project outcomes and/or risks to the appropriate management channels as needed; escalating issues as necessary based on project work plans.
- Any other duties as may be assigned by the line manager.

FINANCIAL RESPONSIBILITY

- Although project budgets are owned by respective project sponsors, the Project Manager is responsible for tracking actual spend against approved budgets to ensure projects are delivered within or below target.

BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, deliver outstanding results and make a positive impact for our customers and stakeholders.
- **Teamwork:** Collaborates effectively, values mutual respect and diverse perspectives to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embrace creativity and forward-thinking, continually seeking new solutions to enhance customer experience and drive business growth

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor's degree in Information Technology, Software Engineering, Computer Science, Business Administration, or any related discipline.
- Professional project management certifications including PMP or PRINCE2 certification is highly desirable.
- A Postgraduate Diploma in Project Management will be an added advantage.
- Minimum of 3–5 years of relevant experience in project planning and management.
- Broad knowledge of Bank operations, procedures and policies.
- A sound business/industry understanding of financial services.
- Benefits planning, documentation, analysis, and tracking.
- Excellent numerical, analytical, and problem-solving skills.
- Good knowledge and understanding of project management software and tools i.e. Microsoft Project, GitLab etc.
- Good knowledge and understanding of relevant IT applications.
- Ability to build relationships across many fronts.
- Ability to always focus and pay attention to detail.
- Ability to work in a team as well as an individual with minimal or no supervision.

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief People & Strategy Officer**, PostBank Uganda.
- Send application to **hr@postbank.co.ug** with job title as subject.
- Closing Date: **Friday 04th July 2025 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda Ltd is an equal opportunity employer.

Toll free
0800 217 200

Whatsapp
+256 707 993 930

Email
customerservice@postbank.co.ug

www.postbank.co.ug

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