

MANAGER, PROJECT MANAGEMENT OFFICE

ROLE:

Rank: Manager Band-3 to Manager Band-2

Job Location: Dhaka

Reports to: Head of Project Management Office

Department: Project Management Office

KEY RESPONSIBILITIES:

- Manage Business, Operational and Technical projects as project manager from initiation to completion.
- Prepare project charter which includes project requirements, project timeline, stakeholders, project members, project risk, cost-benefits analysis etc.
- Manage project documentation.
- Manage meetings, discussion sessions, brain-storming session and arrange training.
- Monitor and control of project activities until completion.
- Ensure compliance at all levels during the project period.

EDUCATIONAL REQUIREMENTS

- Minimum CGPA 3 out of 4 in graduation/post-graduation from reputed university
- PMP certified candidates will get preference

EXPERIENCE REQUIREMENTS

- Minimum 5-7 years of experience in Project Management, with at least 3 years' experience in supervisory role
- Candidates with experience from Banks & NBFIs will get preference

ADDITIONAL REQUIREMENTS

- Knowledge on business, operations and services of a financial institution
- Understanding of organizational process, policy and guidelines.
- Understanding of existing infrastructure of systems.
- Skilled in project management and MS project.

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to Apply by logging in to Bdjobs.com through this link – <https://jobs.bdjobs.com/jobdetails.asp?id=996146&ln=1&JobKeyword=united%20finance>

Application Deadline: November 04, 2021