



ធនាគារ ស្ថាបនា
SATHAPANA BANK

Manager, Project Management

Based in Phnom Penh, Cambodia.

Responsibilities

- Coordinate with cross-discipline team members to ensure that all parties are on track with project requirements, deadlines, and schedules
- Develop detail project plan to track progress and report to management as needed
- Measure project performance using appropriate systems, tools, and techniques
- Ensure that all projects are delivered on-time, within scope and within budget
- Establish, maintain, and manage necessary project management documentation such as Project Charter and Project Implementation Plan
- Record and report promptly on all project risks and issues, monitor and manage them to ensure the risks are mitigated and issues are resolved by assigned person-in-charge (PIC) within the set deadlines
- Collaborate and liaise with all stakeholders from various divisions/departments/units across the bank and external parties
- Facilitate and co-ordinate project team and status meeting and the information following up with timely minutes of meeting and action items are completed by the person-in-charge (PIC) within the set deadlines
- Create clear accountability, measurements, and management structures to ensure that all undertaken programs and projects have identified target
- Facilitate and coordinate with relevant stakeholders, vendors, Business Analysts to ensure all necessary documentations and reports for system and user testing
- Prepare and ensure all necessary sign-off documentations for the relevant completed milestones or delivery stages/phases during the project implementation as well as completing project closure documentation

Qualifications

- Bachelor's degree in related fields
- At least 5 years of working experience in managing program/project and related fields
- Negotiation skills and the ability to develop strong working relationships
- Knowledge of formal project management and methodologies
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>