



## WE ARE HIRING

📍 Durban



### Project Manager

Bidvest Insurance is a non-Life insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance was founded in 1997 and provides niche value added products to customers through its Direct Channel which operates via call centres, as well as its Affinity Channel that partners with distribution networks. Our products are designed to protect consumers and deliver exceptional service levels when our customers need us most, so that we can deliver on our purpose 'To protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa'.

We have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

Being a part of Bidvest, one of South Africa's leading services, trading and distribution groups, your career aspirations with us are only limited by your own imagination.

#### Position Overview

We are looking for a project manager to be responsible for handling our company's ongoing projects. You will be working closely with your team members to ensure that all project requirements, deadlines, and schedules are on track.

Responsibilities include submitting project deliverables, preparing status reports, and establishing effective project communication plans as well as the proper execution of said plans.

To be a successful candidate, you will need to have proven experience in project management and the ability to lead project teams of various sizes.

#### What You'll Need



##### Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**



##### Energy

We operate with passion and excitement & thrive off a '**can do! - let's go!**' attitude. We believe in embracing new challenges and celebrating our wins!



##### Positive Attitude

We believe in creating a positive work environment that is enjoyable to be apart of and we look to the individuals of the company to make a **positive contribution** to our culture

## Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



## Key Responsibilities and Duties

### Software and Hardware Project Management

- ▶ Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- ▶ Ensure all projects are delivered on time within the stipulated scope and budget
- ▶ Lead the initiation and planning of a project and ensure technical feasibility
- ▶ Ensure resource availability and allocation
- ▶ Develop a detailed plan to monitor and track the progress of the project
- ▶ Meeting with project team members to identify and resolve issues.
- ▶ Submitting project deliverables and ensuring that they adhere to quality standards.
- ▶ Preparing status reports by gathering, analyzing, and summarizing relevant information.
- ▶ Establishing effective project communication plans and ensuring their execution.
- ▶ Measure project performance using appropriate project management tools
- ▶ Perform risk management analysis to reduce project risks
- ▶ Create and maintain a comprehensive project documentation
- ▶ Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- ▶ Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients.
- ▶ Obtaining customer acceptance of project deliverables.
- ▶ Managing customer satisfaction within the project transition period.
- ▶ Conducting post-project evaluation and identifying successful and unsuccessful project elements.

### IT Governance Project Manager

- ▶ Demonstrated knowledge of data governance practices, business and technology issues related to management of enterprise information assets and approaches related to data protection.
- ▶ Sound knowledge of industry-leading data quality and data protection management practices.
- ▶ Practical experience in the implementation of IT policies and procedures.
- ▶ Experience in the monitoring of IT risk and security controls to ensure compliance and business cyber-resilience.
- ▶ Experience liaising with Internal Audit and other oversight units on enforcing compliance with company policies and best practices.
- ▶ A good understanding of information management practices including information lifecycle management, data modelling, master data management and the conduct of business audits and requirements gathering.

### Role in Digital Transformation

- ▶ Work as part of a team that focuses on helping our clients design and implement strategies to reinvent customer experience.
- ▶ Manage delivery of technology led transformation programs aiming to enhance end customers' digital experience.
- ▶ Run short discovery strategy phases of work, develop business transformation vision, value roadmap, high-level target solution designs, target experiences

## **Qualifications**

- ▶ A bachelor's degree in a related field.
- ▶ A Project Management Professional (PMP) certification is a huge advantage
- ▶ Proven experience in project management.
- ▶ Ability to lead project teams of various sizes and see them through to completion.
- ▶ Strong understanding of formal project management methodologies within both Waterfall and Agile approaches.
- ▶ Experience as an IT project manager, or ERP project manager.
- ▶ Able to complete projects in a timely manner

## **Knowledge and skills**

- ▶ Developing and Tracking Budgets
- ▶ Coaching
- ▶ Supervision
- ▶ Management
- ▶ Process Improvement
- ▶ Planning
- ▶ Performance Management
- ▶ Excellent Verbal Communication
- ▶ Excellent Written Communication
- ▶ Leadership
- ▶ Detail-Oriented
- ▶ Risk Management
- ▶ Negotiation
- ▶ Cost Control
- ▶ Critical Thinking
- ▶ Communication
- ▶ Problem Solving
- ▶ Analytical Skills
- ▶ Technical Skills

### **Submissions:**

Preference will be given to PDI candidates in line with our EE

Interested candidates to please submit their CV to: [jobs@bidvestinsurance.co.za](mailto:jobs@bidvestinsurance.co.za)

Should you not hear from us within 2 weeks from date of application, please consider yourself unsuccessful

Bidvest Insurance is an authorised Financial Services Provider

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