

IT Change Program Manager - VisionFund

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Information Technology

Job Type: Fixed term, Full-time

***Position location to be determined by home country of successful candidate within an African Country where WVI is registered to operate.**

PURPOSE OF POSITION:

VisionFund International is implementing a US\$6.7m multi country grant funded digitalization project in 6 MFIs in the Africa Region. The project is focused on improving efficiency and effectiveness in the use of technology and standards focusing on Core Banking Systems, Mobile Money, Digital Field Applications, Data Warehouse and Hardware. Under general direction of Regional Head-Africa, the IT Change Manager will provide strategic oversight of all aspects of the Weberg Grant funded project over the entire project life cycle. The role will coordinate the activities of a multi-country project team to deliver efficiently and efficient technologies in line with grant requirements.

KEY RESPONSIBILITIES:

Program & Project Management:

- Drive and actively manage IT Change programs (IT implementation PLUS the business process changes that accompany it) with local business and IT management in VisionFund MicroFinance Institutions (MFIs).
- Mentor and coach MFI project managers on the ground through their IT Change programs.
- Guide local MFI business managers through necessary process changes due to IT implementation.
- Define and demand IT Change program reporting standards for MFIs.

Reporting:

- Provide regular IT Change Program reports to [Donor Management team name] in the format requested.

- Escalate in a timely way, any project delays or risks for swift resolution/mitigation
- Develop MFI Project Reporting Templates.
- Make consolidate reports on project Implementations for Region.
- Act as contact person for the donor, Vision Fund and key stakeholders and respond to queries as needed.

Consultation with Subject Matter Experts:

- Consult with experts in VFI Digitisation and Operational Change team on best-practice implementation of relevant systems and technologies.

Monitoring Project Budgets:

- Ensure that accurate Budget Monitoring Reports are produce for each project.
- Coordinate with all stake holders to ensure all budget information are captured in time.
- Make consolidated report on budget spending for region.
- Alert region and DOC team in case of delay over or under spending.
- Ensure that project spending will not be made without proper approvals of all stake holders.

Managing Project Procurements:

- Participate in procurement process of services and goods needed for project implementation.
- Participate in building TOR for requesting service from vendors and providers needed for project implementation.
- Ensure that VFI Procurement polices are followed when procurement process for project taking place.
- Coordinate with all stakeholders in process of procurement.

KNOWLEDGE, SKILLS & ABILITIES:

Required:

- 5+ years of hands-on experience of managing IT Change projects, dealing directly with stakeholders and IT teams.
- Ability to manage and influence multiple simultaneous projects and stakeholders.
- Good written and verbal communication skills in English (required) and French (desirable).
- Ability to positively influence senior management.
- Analytical problem-solving skills.
- Remote working with multiple departments/organisations in multiple countries.
- Strong self-motivational skills.
- Bachelor's Degree in Computer Science, Management Information Systems, Business
- Administration.
- Certified qualification in Project Management (eg PMP or Prince2).

Preferred:

- 5+ years experience in the retail banking or micro-finance industry.
- Fluency in spoken French would be an advantage.
- Certified qualification in business process re-engineering (eg Six Sigma) would be a bonus.
- Experience implementing donor funded projects/programs.

Work Environment:

- Home or office based (if VFI has a local office).
- Ability to travel internationally (20%) is required, when it is necessary and permitted.