

Company Name: **SAMPHONE**
Job Title: **Information and Technology (IT) Project Manager**
Report to: **The Project Manager**
Job Reference: **SR-SDD/2024M0001**
Department: **Software Development**

1. Introduction

SAMPHONE is helping transform how we experience telecommunication. At SAMPHONE Rwanda, we take this seriously, which is why we invest tirelessly on developing, certifying and advancing an elite force of highly trained staff.

If you want an exciting career in an environment where you get to work with sophisticated equipment every day alongside the finest experts in the field, we'd like to hear from you. We welcome applications from everyone, are firmly committed to diversity, equity and inclusion in the workplace, and take pride in ensuring every member of our team feels empowered.

2. Overview of your role:

This is a position responsible for the execution of company-wide projects as part of a major IT Transformation Roadmap. Over the next three to five years, members of our Project Management Office (PMO) will work closely with stakeholders to deliver projects that will transform the way we do business. Through the application of honed project management skills, you will lead teams to deliver results that make a difference and are quickly adopted.

You know that the success of a project is not only a question of method, that it also requires effective collaboration between people, and you master these two elements. You have a knack for clarifying things and making them easy to understand, ensuring harmony between stakeholders and executives. Being part of a team that continuously looks to adjust and improve its project delivery model, is a team you are looking to join. Finally, you want to be part of an effective team that can deliver amazing results.

You will continue to make a difference:

- a) Implement the methods and techniques of a well-established BGP. This includes meeting deadlines and budgets and adopting rigorous quality standards.
- b) Lead enterprise-wide transformation projects including business processes, ERP (Enterprise Resource Plan) implementation, and creation of new business lines.
- c) Maintain effective relationships with stakeholders and meet their expectations.
- d) Ensure effective communication with all stakeholders, including regular updates on progress.
- e) Ensure troubleshooting and design of emergency plans.
- f) Plan, coordinate and prepare the financial information required for annual strategic planning.
- g) Participate in change management and find solutions.
- h) Participate in continuous improvement cycles.

Your profile:

- a) It is important to be able to work in all the regions where the company is present, so you must be fluently bilingual (French and English written and spoken).
- b) You have a bachelor's degree in Information Technology (IT), Project Management (PM) or the equivalent, as well as the PMP certification which is a definite asset.
- c) You also have Five (5) to Ten (10) years of project management experience.

- d) You are proficient in MS Project and Excel software
- e) Showing leadership of multiple complex and diversified project types.
- f) Planning and defining the exact scope of projects from the start.
- g) Focus on achieving results that ensure customer satisfaction.
- h) Provide financial planning and management.
- i) Experience in managing both internal external teams under a same project scope.
- j) Initiate and negotiate project scope with vendors.
- k) Applied experience in reporting to executive stakeholders
- l) Make decisions based on established parameters and facts.
- m) Work with diverse teams and effectively manage expectations with management stakeholders.
- n) Demonstrate curiosity, anticipate problems, and quickly find innovative solutions that promote the effectiveness of our activities in the field.
- o) Work independently and as part of a team.

How to Apply:

Interested candidates should submit their resume, a cover letter outlining their relevant experience, and any relevant certifications by 31st, March 2024.

Contact Information: For inquiries or clarification, please contact talal@samphone.co or constantin@samphone.co

Please note that only shortlisted candidates will be contacted.