Antigua Commercial Bank is seeking to recruit a qualified and experienced individual on a three years’ contract for the position of Project Officer to support the Programme Manager and Strategy Support Officer in achieving success in all project initiatives by providing the required administrative and technical skills.

The duties to be performed include, but are not limited to the following:

- Prepares comprehensive project plans inclusive of deliverables, timelines, budgets, resources, and personnel required for efficient project implementation and gives documented updates at various levels of detail to the Board, General Manager, Manager – Information Systems, Management Team, and wider staff body as required.
- Works with Programme Manager and any other designated person in the definition of project scope and objectives, while involving all relevant stakeholders and ensuring technical and other feasibility.
- Manages and documents changes to project scope, schedule, project costs, resources, and personnel using appropriate verification techniques consistent with internationally recognized project management standards.
- Interfaces with users, consultants, technical teams, vendors and other partners for maximum input in determining the best solutions, and leads implementation upon approval.
- Facilitates/coordinates staff training programs or any other resource needed for project completion as needed.
- Creates and maintains comprehensive project documentation and communicates regular project updates to the Programme Manager.
- Responsible for providing statistics and analysing data to support business cases presented for approval.
- Works extensively with all users, consultants, technical teams, vendors and other partners to ensure that all projects are delivered on-time, and to all required specifications and security standards.
- Ensures that training sessions are completed as scheduled for all users and support staff.

To perform the job successfully the individual must have:

- Bachelor of Science Degree in Management Information Systems and/or Project Management
- Strong working knowledge of Microsoft Project
- Proven working experience in Project Management
- PMP, PRINCE II and CCNA certification are a plus
- Very good educational background, preferably in the fields of Computer Science or Engineering
- Solid technical background with understanding and/or hands-on experience in Networking, ATM and Credit Card technologies
- Analytical and critical thinking skills
• Excellent written, verbal, and presentation skills
• Sound attention to detail coupled with strong multi-tasking ability

**Compensation:** An attractive package inclusive of Pension Plan and Medical Insurance. Applications with résumé and three character references may be submitted to:

“Project Officer Vacancy”
Human Resource Department
Antigua Commercial Bank
Thames and St. Mary’s Streets
P.O. Box 95, St. John’s, Antigua

or

Email: hr_applications@acbonline.com

Suitable applications received by **November 22, 2019** will be acknowledged. Please visit our website [www.acbonline.com](http://www.acbonline.com) for additional details.