



WE ARE HIRING

Durban

PROJECT MANAGER – 6 MONTH FTC

We're on the search for a talented, energetic, and experienced person to join our innovative team at Bidvest Insurance!

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

Bidvest Insurance is one of South Africa's fastest growing insurance companies and was founded in 1997. With the support of the larger Bidvest Group 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.

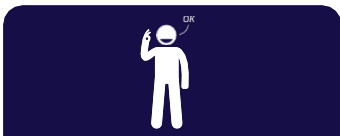
As one of South Africa's largest diversified industrial companies, your career aspirations with us are only limited by your own imagination.

Purpose

The purpose of the Project Manager is to support the Head of Operations. through planning, designing, leading, and executing various project initiatives, enabling Bidvest Insurance to achieve strategic business objectives.

Each project is determined and approved in advance by management. The Project Manager will be required manage multiple projects with varied degrees of complexity, with the core focus in 'bridging the gap' through ongoing communication between outsourced providers and internal stakeholders to ensure an agreed process flow.

What You'll Need



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



Innovation

Here at Bidvest Insurance, we love to **challenge convention** and lead the way into the future! Leave that old trusty box at home and lets get creative



Think on your feet

Hand in hand with innovation, you need to be able to think on your feet. We work in a fast paced environment which often requires us to **adapt and think fast!**



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!**

Our Values

At Bidvest Insurance, we're 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 enviroment.



Our curiosity drives us to constantly improve our business



Anyone can do ordinary, we do extraordinary



Treat everyone with respect, in & outside our company



We always do the right thing, even when no one is looking



We're enthusiastic in everything we do - our energy is infectious



We're committed to understanding our customers, partners and colleagues

Key Responsibilities

The role is responsible for all activities relating to the project management process:

Project Planning & Development:

- ▶ Develop project plan that clearly identifies and sequences the activities and timelines required to successfully complete the project.
- ▶ Formal process flow to be designed between internal and external stakeholders to gain an understanding of current business processes, which in turn will assist with implementation of a formal project plan with agreed set timelines.
- ▶ Define Project scope with various key stakeholders of the business to ensure project deliverables are clearly outlined and aligned to business objectives.

Project Execution:

- ▶ Responsibility of project execution through solid project management principles and best practice.
- ▶ Identify and assign resources or stakeholders required for the execution of the project deliverables.
- ▶ Accountable for completion of all project management deliverables to required level of quality.

Project Monitoring:

- ▶ Through formal developed processes is responsible for monitoring progress of the project.
- ▶ Design and develop agreed formal Key Performance areas with key stakeholders, that will track key project metrics, issues that may arise, potential risks and changes.
- ▶ Weekly and monthly meetings / stand ups to be conducted with various internal and external stakeholders, to track and present formal project progress and data flow reports.

Project Risk Mitigation:

- ▶ Actively Identifies and manages project risks.
- ▶ Work closely with relevant business heads (internal and external) stakeholders to manage the mitigation of risks.
- ▶ Develop formal protocols or plans to mitigate risk.

Qualification and Experience

- ▶ Relevant Degree or qualification in project management.
- ▶ Min 3 – 5 years' project management experience within Financial Services Sector.
- ▶ Ideal – Short Term Insurance experience.
- ▶ Working Experience with MS Project, MS Visio.

Required Knowledge and Skills

- ▶ Project management process from design to execution.
- ▶ Solid knowledge and working experience of latest Project Methodologies and Tools.
- ▶ Commercial acumen with solid communication and change management skills.
- ▶ Good communication skills through building relationships, influencing others and delivering results.

Submissions:

Interested candidates to please submit their CV to:

jobs@bidvestinsurance.co.za

Bidvest Insurance is an authorised Financial Services Provider - FSP46395

