



Job Ref. No. JAML055

Position: Project Manager, Project Management Office (PMO)

Jubilee Asset Management Limited (JAML) is a premier Asset Manager that offers differentiated investment products and solutions across core assets, alternative assets, and across all market cycles. Our clients include institutions, high net worth individuals (HNWI), and retail clients. Our differentiated investment products and solutions include Insurance Fund Management, Segregated Portfolio Management, Unit Trusts, Alternative Investments, Offshore Investments, and Structured Investment Products. For more information, visit [https://jubileeinsurance.com/ke/asset-management/.](https://jubileeinsurance.com/ke/asset-management/)

We currently have an exciting career opportunity for **Project Manager, Project Management Office (PMO)** within **Jubilee Asset Management Limited**. The position holder will report to the **Chief Executive Officer, with a dotted line reporting to the Head of Project & Business Process Management** and will be based at the Head Office in Nairobi.

Role Purpose

The role holder is responsible for overseeing and managing the successful execution of technology projects related to the Company. The role involves developing and implementing project strategies, ensuring operational efficiency, maintaining compliance with regulatory requirements, fostering a culture of leadership and collaboration, and delivering key outcomes. The role holder will play a crucial role in driving the growth and success of the organization's asset management initiatives.

Strategy

1. Work closely with the Chief Executive Officer (CEO) and executive leadership to develop and refine the project management department's strategic goals and objectives.
2. Identify and prioritize projects based on strategic importance and resource availability.
3. Oversee the portfolio of projects, ensuring alignment with business goals and strategic initiatives.
4. Monitor industry trends and best practices in project management to continually improve processes.
5. Drive innovation in project management methodologies to enhance efficiency and effectiveness.

Operational

1. Lead the planning and execution of projects, ensuring they are delivered on time, within scope, and within budget. Lead the end-to-end project management process.
2. Define key performance indicators (KPIs) and metrics to track the effectiveness of strategic initiatives and projects. Define project scopes, objectives, and success criteria in collaboration with relevant stakeholders.
3. Develop comprehensive project plans, including timelines, resource allocation, and risk management strategies. Coordinate internal resources and third parties/vendors for the flawless execution of projects.
4. Monitor project progress, identify potential roadblocks, and implement corrective actions as needed.

5. Collaborate with cross-functional teams to define project scope, objectives, and deliverables.
6. Conduct risk assessments and develop mitigation strategies to address potential project challenges.
7. Regularly communicate project status, updates, and progress to stakeholders and executive leadership.
8. Build and maintain strong relationships with internal stakeholders, including department heads.
9. Establish project governance frameworks, including roles and responsibilities, decision-making structures, and escalation paths.
10. Provide regular project status updates, performance reports, and risk assessments to executive leadership and relevant stakeholders.
11. Ensure that projects are executed in accordance with company policies, industry regulations, and best practices.
12. Monitor and report on the progress of projects against established KPIs, making adjustments as needed to achieve desired outcomes. Conduct regular audits and reviews to ensure project management standards are met.
13. Provide actionable recommendations based on data-driven insights to drive business growth.
14. Generate actionable insights and recommendations to drive business growth and enhance operational efficiency.

Corporate Governance

1. Compliance: Stay updated on asset management related, industry regulations, compliance requirements, and best practices.
2. Adherence to the laws and regulations of Kenya, the policies and regulations within the asset management industry and all internal company policies and procedures.
3. Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.
4. Implement effective risk management strategies, including appropriate internal controls, to mitigate operational, financial, and regulatory risks.

Leadership & Culture

1. To provide the much-needed transformational leadership to meet and surpass the expectations of stakeholders.
2. Provide leadership to the team and build know-how and knowledge sharing to create efficiencies and synergies.
3. Building relevant departmental capacity to deliver on the project management's strategy by leading, guiding, directing, and evaluating the work of the team.
4. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment for attracting, retaining, and motivating employees.
5. Conduct regular team meetings and training sessions to enhance skills and knowledge related to project management.

Key Competencies

1. Strategic thinking and decision-making abilities.
2. Strong problem-solving and analytical skills.
3. Effective communication and interpersonal skills.
4. Results-oriented mindset with a focus on delivering quality outcomes.
5. Proficiency in IT tools and systems relevant to project management (e.g., Microsoft Project, Jira, or Trello).
6. Strong stakeholder management skills and the ability to perform effectively under high-pressure situations.
7. Strong demonstrable project management skills.

Qualifications

1. Bachelor's Degree in Project Management, Information Technology, Computer Science, Software Engineering, or a related field. A Master's degree in a relevant discipline is an advantage.
2. Project Management Certification (e.g., PMP, PRINCE2, or Agile Certified Practitioner) is mandatory.
3. IT-specific certifications such as ITIL Foundation, Certified ScrumMaster (CSM), or CompTIA Project+ are highly desirable.
4. Demonstrated competency in IT, including proficiency in project management software (e.g., Jira, Trello, Microsoft Project), understanding of IT infrastructure (e.g., cloud computing, network systems), and familiarity with software development lifecycles (SDLC) and IT security principles.

Relevant Experience

1. At least 7-10 years of experience in project management, with at least 4 years in IT-related projects within the financial services or asset management industry.
2. Proven track record of successfully managing complex IT projects, such as software development, system integrations, cloud migrations, or cybersecurity implementations.
3. Hands-on experience with IT project management tools (e.g., Jira, Confluence, MS Project) and methodologies (e.g., Agile, Scrum).
4. Familiarity with financial systems, such as portfolio management software, trading platforms, or risk management tools, with an emphasis on their technical implementation.
5. Experience in managing cross-functional IT teams and coordinating with external vendors or service providers for IT solutions.

**If you are qualified and seeking an exciting new challenge,
please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and
Position by 6th August 2025.
Only shortlisted candidates will be contacted.**