



POSITION	Project Manager
TERM	Full time
LOCATION	Yerevan, RA
START DATE	As soon as possible
OPENING DATE	07/02/2025
APPLICATION DEADLINE	21/02/2025
DURATION	Indefinite, with a three-month probation period

"IDBank" CJSC is looking for a motivated and accomplished specialist, who will join our team as a project manager.

### JOB RESPONSIBILITIES

- Initiate new projects, review project launch applications and provide expert opinion,
- Define and refine the scope and objectives of projects and engage stakeholders,
- Manage collaboration between project initiators and all stakeholders,
- Establish and maintain contact with third parties,
- Develop and maintain information technology plans that outline individual tasks, key project status points, completion estimates, and resource allocation,
- Coordinate internal resources and third party involvement for smooth project delivery,
- Ensure that all projects are delivered on time and on budget, and ensure technical feasibility,
- Ensure compliance with objectives, organizational policies, procedures and standards,
- Prepare appropriate terms of reference based on data and analysis provided.
- Provide terms of reference to partners and oversee the entire implementation process,
- Conduct pre-testing to ensure quality of assignments,
- Coordinate the list of terms of reference provided for production releases,
- Be accountable and bring up issues to management as required,
- Implement projects using various project management methodologies,
- Conduct assessment, research and analysis of business requirements,
- Perform project risk assessment and analysis,
- Conduct business needs assessment, prioritize, define business cases, manage business issues,
- Collaborate with business units, branch network, project managers and architects,
- Conduct testing and evaluation of developed applications.

## REQUIRED QUALIFICATIONS

- Higher education in IT systems, economics or related field,
- At least 2 years of experience as an IT project manager,
- At least 3 years of experience in the financial sector,
- Excellent knowledge of Armenian, sufficient knowledge of Russian and English,
- Written and oral communication skills, including the ability to maintain technical, documentation,
- Excellent knowledge of Ms. Office package,
- Familiarity with Jira, ServiceDesk tools, SharePoint products and technologies will be a plus,
- Knowledge of Lsoft-Bank system will be a plus,
- Analytical thinking and problem solving ability,
- Organizational skills and teamwork ability,
- Communication skills,
- Excellent problem-solving skills,
- Multitasking ability,
- Ability to work in a fast-paced environment
- Attention to detail
- Ability to work effectively in a team
- Punctuality and sense of responsibility
- Knowledge and commitment business ethics

## ADDITIONAL INFORMATION

After successful completion of the probation period, the Bank offers its employees a wide range of privileges, particularly, a comprehensive medical insurance package, a comprehensive bonus plan, a corporate package for sports club services, banking services on preferential terms, etc.

## APPLICATION PROCEDURES

All interested candidates who meet the requirements above and are confident that their background and experience qualify them for this position and you are interested in joining the ID Bank team you follow the link <https://idbank.bamboohr.com/careers/110> . Only short-listed candidates will be contacted.

## ABOUT THE COMPANY

"ID Bank" CJSC was founded in 1990 as "Anelik Bank" Limited Liability Company and was renamed to "ID Bank" CJSC since 04.06.2018.

The Bank's mission is to be the first choice Bank for the customers as the best innovative Bank providing the customers with personalized unique digital solutions.

To learn more about the Bank, please visit: <https://www.idbank.am/>

