



IT & Communications Division

is looking for

IT Business Relationship Management Department

Required background:

- University Degree in Computer Science or similar;
- 3 years experience in the field of IT Project & Portfolio Management and / or IT service delivery, with at least 1 year of managerial experience;
- Proven coordination role in large scale IT projects.

Required competences:

- Good knowledge of Project Management methodology and needed software tools (e.g. Microsoft Project);
- Significant experience in performing IT portfolio management and IT resources coordination for mid and large sized IT projects;
- Strong knowledge about the general IT service delivery best practices, standards and methodologies applied to the IT environment financial industries;
- Excellent applied banking knowledge;
- Excellent presentation skills;
- Proficiency in dealing with Microsoft Power Point and / or other similar presentation software tools;
- Fluent in English (speaking & writing);
- Strong personality, able to work under pressure;
- Strong analytical skills;
- Open minded and motivated person;
- Excellent team management capabilities;
- Courses and certifications on the area of it project management, it service delivery, and / or it system analysis would be an advantage.

Main responsibilities of the job:

- Coordinates the IT Business Relationship Management Department, with the following main activities:
 - Performing Business Relationship Function, with dedicated staff allocated per each of main Bank's business resorts (Retail & Corporate, Risk, Operations, Finance);
 - Single point of contact for the Organization Division and for the Bank in regards to all IT portfolio and project management activities covering the Bank's projects where IT resources (internal and/or external) are involved;
 - Project Management for all IT internal projects;
 - Supporting the IT Management for performing portfolio management over the internal and external IT resources;
 - Periodic reporting activities related to the IT activities performed including trends in IT capacity provisioning covering the requests reaching IT department;
 - Coaching role for its directs reports and for the other key staff from the department;



- o Collaborates and supports the other Heads of IT departments with the mission of constantly improving the quality of the provided services;
- o Responsible for the drafting and periodical review of the procedures covering the IT Business Relationship Management (IT Change Management, IT Project & Portfolio Management etc.);
- o Works with the Group and local IT providers, establishing clear and lean processes for performing the IT project management function in the projects where they are involved.

Job details:

- Bucharest - Head Office
- Full time

If you want to join a successful team, send your CV and application letter, mentioning the job you apply for by e-mail at teodora.motorga@volksbank.ro , no later than December 31th, 2011.

Only the selected candidates will be contacted.