



PROJECT OFFICER

Information Technology Department

About The Bank:

Armed with a proud history of over 30 years, Pan Asia Bank is on an exciting growth journey, evidenced by an array of recognitions, including being honored as one of the Top 40 business entities in the country by Business Today and top hundred companies by LMD.

Key Responsibilities:

- Develop, execute, and monitor comprehensive project plans while maintaining accurate and up-to-date project documentation
- Facilitate effective communication and collaboration among project stakeholders, team members, clients, vendors, and management to ensure alignment, transparency, and timely decision-making
- Proactively identify, assess, and manage project risks, issues, and dependencies, recommending mitigation strategies where required
- Support quality assurance initiatives by contributing to the development and implementation of project quality control and governance processes
- Coordinate resource planning and manage project changes arising from evolving technologies, business needs, and user requirements
- Collaborate closely with cross-functional teams to ensure projects are delivered on time, within scope, and to agreed quality standards
- Lead post-project evaluations and lessons-learned sessions to promote continuous improvement and organisational learning

Candidate Criteria:

- A Bachelor's Degree in Business Administration, Project Management, Engineering, or a related discipline from a recognised university or an institute
(A Master's Degree in a related field will be an added advantage)
- Professional certification in Project Management, such as PMP, CAPM, or Certified Scrum Master (CSM), will be a definite advantage
- Minimum of 02 – 04 years of experience in project coordination or a related role, preferably within the banking or financial services sector
- Highly organised and detail-oriented professional with strong communication, analytical, and problem-solving skills
- Sound knowledge and hands-on experience with project management tools such as Microsoft Project, JIRA, or similar platforms
- Proficiency in project management software, collaboration tools, and productivity applications (Microsoft Office / Google Workspace)
- Proven ability to manage multiple projects concurrently while working effectively with cross-functional and diverse teams

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

How to Apply:

If you're passionate about driving impactful IT projects and leading with innovation, apply now by submitting your resume through our career portal before the specified deadline.

APPLY NOW

Assistant General Manager – Human Resources,
Pan Asia Banking Corporation PLC, No. 450, Galle Road, Colombo 03

 **PAN ASIA BANK**
The Truly Sri Lankan Bank