

BE PART OF OUR

GROWTH STORY

EXECUTIVE – DELIVERY LEAD INFORMATION TECHNOLOGY DEPARTMENT



You should ideally have:

- have 2–4 years of experience in IT project coordination or project delivery support
- possess a Bachelor's degree in Information Technology, Computer Science, or a related discipline
- possess working knowledge of project management tools such as MS Project, JIRA, and Confluence
- have strong communication and organizational skills
- possess knowledge of ISO 27001, ISO 20000, ISO 22301 (will be an added advantage)

You will be mainly responsible for:

- coordinating project activities to ensure alignment with plans and timelines
- tracking tasks and maintaining documentation including project plans, risk logs, and meeting notes
- supporting the full project lifecycle from requirements gathering to delivery
- preparing and distributing project updates, reports, and dashboards
- scheduling and coordinating meetings, workshops, and reviews and recording meeting minutes and following up on action items
- collaborating with cross-functional teams including Business Analysts, Developers, Testers, and Vendors and fostering a proactive and supportive team environment
- tracking key project metrics such as progress, risks, and issues and assisting in preparing governance materials and review documentation
- identifying opportunities for process improvement and documenting lessons learned & supporting implementation of IT delivery best practices and standards

We are an equal opportunity employer, committed to promoting an inclusive and diverse environment. Recruitment to the Bank is based solely on merit and competency irrespective of other characteristics that make our employees unique. Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates.

Please apply via e-mail by sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by **13th January 2026**.

Chief Human Resource Officer
DFCC Bank PLC 73/5,
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