

## JOB POSTING TEMPLATE

**Date:** \_\_\_\_\_ **Function:** Information Technology  
**Job title:** IT Project Manager/ Scrum Master **Manager title:** Associate Director

### Job purpose

- *As a Project Management/ Scrum Master in Sun Life's IT organization, the incumbent will be responsible for co-ordinating, monitoring and implementing projects in support of Sun Life's business plans and goals.*
- *The Project Management role has a co-responsibility for complete life cycle management and accountability of project initiatives assigned, ensuring compliance to SLF project management policies, standards and procedures.*
- *With assignment of Project Manager/ Scrum Master, Project Coordinator leads project team members that are assigned with a matrix management model following SLF's way of working.*

*Support IT Business Partner/ Account Manager to communicate and update project related things to business function(s).*

### Major accountabilities

Manage all phases of IT application development projects, including initiation, planning, execution, implementation, and post-implementation activities, leveraging best practice standards and processes set out by the PMO and other industry organizations (including PMI, PAL,..).	30%
Manage client relations and expectation to ensure that project delivery bring Business values following the Needs and priority from High Level Management level.	20%
Develop detailed project plan, cost estimation, resource planning for modules in projects in conjunction with project team members and other involved IT and business teams.	20%
Monitor and report on project traction and progress and, as necessary, coordinate the development, discussion, propose corrective action and/or contingency plans and project status reports highlighting critical issues and project status to Project sponsors and stakeholders	20%
Ensure project activities and deliverables adhere to internal quality standards.	10%

### Specialized knowledge

- Minimum 2 years of experience in managing/ co-ordinating Information Technology projects utilizing project management methodologies and associated processes, practices, and deliverable as project manager/ Scrum Master
- Strong knowledge of Information Technology tools, products, and trends.
- Good understanding of Software Development Life Cycle (SDLC), preferably both waterfall and Agile.
- Good organizational skills and ability to prioritize wide range of tasks.
- Observe and suggest continuous improvements to the project management practice.
- Strong interpersonal and communication skills (verbal & written).
- Good problem solving, analytical and decision-making skills.
- Ability to handle a high volume of work with many deadlines to meet.
- Ability to work effectively with little supervision, minimal direction and frequent interruptions.
- Familiarity with insurance and financial industry

Familiarity with programming language (e.g. Java, Cobol, ...) and Cloud.

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### Problem solving

- Delivery focused.
- Flexible and responsive work style.
- Ability to multi-task and work under pressure.
- Demonstrate international cultural awareness and sensitivity.
- Consulting, presentation and negotiation skills and experience.
- Good teamwork and ability to motivate people.
- Excellent communication skills
- Client interaction experience will be preferred.
- Experience working remotely with people in different time zones.
- Be able to manage well Stakeholders (internal, external) and customer's expectations.

### Education and experience

1. Bachelor/ Master's degree in IT/ Management.
2. 6+ years of overall IT experience, with 2+ years of experience in managing IT projects.
3. Certified Scrum Master or equivalent.

### Communication scope

- Project team members (IT, BU)
- Internal/ external Stakeholders
- Management Team
- Vendors/ External Partners
- SLGS/ Regional/ Corporate teams