



TERMS OF REFERENCE

PAYMENTS PROJECT MANAGER – Bank of the Republic of Guinea (BCRG) AND the Guinea National Switch (GUIM)

- **Type:** Full-time Consultant position
- **Duration:** 12-month contract
- **Location:** On-site in Conakry, Guinea
- **Reporting To:** GUIM/ANF
- **Requirement:** Fluency in English and French

Background

AfricaNenda Foundation is an Africa-based, African-led nonprofit working with central banks and payment ecosystem stakeholders to accelerate the design, development, launch, and improvement of inclusive instant payment systems.

Through this work, we aim to help deliver the power of seamless and affordable digital payments to 260 million financially excluded Africans by 2030.

Responsibilities of the Project Manager

To strengthen this partnership, AfricaNenda is recruiting a Payments Project Manager for the BCRG and GUIM. The project manager will facilitate the coordination of the implementation of an Instant inclusive payment system project. This manager will support GUIM in building the technical and business requirements of the project, follow up with its implementation, liaise and coordinate key stakeholders, and ensure the timely delivery of the project.

Scope of work and expected deliverables

- Oversight of the assigned project implementation.
- Develop and maintain project plans and take responsibility for overall progress on all project deliverables.
- Assess the project and advise the relevant stakeholders on issues impacting the project goal (including any identifiable sustainability issues and post-project requirements such as maintenance).
- Monitor project progress continuously and make detailed scheduled reports on measurable items, such as milestones and deliverables.



- Coordinate and manage product releases, including feature rollouts, bug fixes, and quality assurance, while ensuring timely delivery and high-quality standards.
- Identify resources/gaps during implementation and make necessary recommendations to the responsible stakeholders.
- Support BCRG/GUIM and other stakeholders to build the technical requirements of the product.
- Develop and drive the execution of the product roadmap.
- Participate in and support SIT/UAT execution to ensure it ties back to the requirements.
- Acts as a business Lead/Product Owner (Agile) in the work effort to execute and effectively implement business and technology roadmap of software delivery.
- Ensure all documentation concerning product approvals is developed and maintained in an organized and accessible manner.
- Be the primary contact responsible for delivering high-level business requirements to the project.
- Work with support of the technology teams, preparation of business requirements/user stories and ensure full compliance and legality of the service.
- Serve as the product line's internal and external evangelist – be passionate! Must be able to communicate with all areas of the BCRG/GUIM and other stakeholders.
- Proactively manage, track and mitigate any risks to the achievement of project objectives.
- Coordinate integration activities between the system integrator, the financial institutions, BCRG and GUIM
- Any other tasks or advisory that is related to digital payment that is proposed or assigned by BCRG/GUIM.

Qualifications

Education

Bachelor's degree in information technology, Computer science, Business Management, finance, or a related field is mandatory. A master's degree is an added advantage.

Experience

- More than 10 years minimum work experience in digital strategy, development, project management, and product management preferably in financial services
- Experience in implementing and managing heavy fintech, banking projects, or similar programs.
- Strong project management skills.



- Good knowledge of payment systems, financial regulations, and industry standards (e.g., PCI DSS, SWIFT, ISO 20022)
- Ability to create and maintain stakeholder relationships.
- Excellent writing and presentation skills.
- Experience working with software developers/engineers.
- Experience managing large project teams.
- Experience in Financial Services or Retail Banking Industry
- Strategic thinker with the ability to work independently to develop strategies to increase market share.
- Ability to analyze problems and turn them into solutions.
- Demonstrated ability to build, manage and deliver a strategic product or channel plans to market.
- Demonstrated experience in managing the Software Development Lifecycle, to delivery software services on time, within budget and with the required features and quality.
- Must be Fluent in French and English

Reporting Mechanisms and Expected Deliverables

The project Manager will be expected to produce Weekly, Monthly, Quarterly and other Ad-hoc Reports with below descriptions:

- **Weekly Reports:** for the purpose of keeping stakeholders informed about the progress of the project this includes but is not limited to updates on key milestones, project status, and any issues or risks that need attention.
- **Monthly Reports:** provides a higher-level overview of product delivery performance, including metrics, key achievements, and upcoming plans. This helps stakeholders to have a broader understanding of the product's performance and progress over a longer time frame.
- **Quarterly Reports:** Quarterly reports of project performance to the key project stakeholders on progress, achievements and milestones, blockers and risks, resource utilization.
- **Ad-hoc Reports:** Apart from regular reporting, the project manager may also provide ad-hoc reports as needed. These reports can be triggered by specific events, such as major product launches, significant changes in strategy, or unexpected issues that require immediate attention.

Evaluation Criteria

Criteria	Details	Weight
1. Relevant Experience of the Applicant and expertise in managing National payments systems projects	Experience with similar projects, including familiarity with relevant technologies, regulations, and successful outcomes.	35%
2. Capability to develop a clear and feasible project plan.	Ability to develop a clear, feasible plan includes defining objectives, timelines, resource allocation, risk management, stakeholder communication, methodology adherence, and ensuring quality, feasibility, and effective execution throughout.	30%
4. Alignment with National Payment goals and regulatory frameworks	Proven understanding of the payment missions and objectives, as well as compliance with relevant national regulations and industry standards (e.g., PCI DSS, SWIFT, ISO).	20%
3. References and past project successes	Proven track record of successfully completing similar projects, case studies demonstrating capability and results.	15%

HOW TO APPLY:

Interested candidates should submit their applications by e-mail to: **applications@africanenda.org** no later than **16th of January 2026**.

Please note that applications received after the closing date will not be considered. Only short-listed candidates will be contacted.