



Project Executive, Project Management Office

Responsibilities

- Support in project and portfolio health monitoring
- Plan and monitor resources across projects
- Develop standardised reports for each project type
- Support in the scheduling and integration of critical projects
- Develop and update PMO knowledge management databases & facilitate knowledge sharing
- Coordinate the management of project risk across the portfolio
- Maintain and update Project Management Standards, Procedures and Policies

Requirements

- Minimum diploma level qualification however degree qualified preferred
- Well organised and able to multi-task
- Pro-active and shows initiative
- Basic understanding of project management domains and a willingness to learn
- A team player and good interpersonal skill
- Competent in using the Microsoft Office suite

(Only short-listed candidates will be notified)