



PMO Manager

You will join a fast-paced team responsible for the planning and execution of projects to meet the strategic goals of the organization. As a PMO Manager, you shall primarily be responsible for the rules, tools, process and governance for executing programs in the organization. You will have an excellent understanding of the landscape of projects across the organization and understand the benefits it delivers to meet the organizational goals.

Responsibilities

- Responsible to drive portfolio level governance forums across senior management team to ensure programs in the organization are delivered in line with Business Plan Deployment(BPD). This includes reviewing portfolio performance, benefits management, program prioritization and resource allocation
- Identifies portfolio risk and dependencies, and take appropriate action to resolve, advising senior management on resolution options and proposal.
- Responsible to develop and improve the PMO process with the rules, tools, governance and procedure for managing projects in the organization.
- Develop appropriate governance templates to support the governance framework, including ownership and maintenance of portfolio level risk, issues, dependencies and lesson learnt
- Responsible for the Program Gated Process and ensure program governance is in line with the organization's standards.
- Set up and implement a robust process to track and report project, programme, portfolio performance.
- Responsible to track all the activities in the long term plan and the actualised benefits to support the strategic requirement in the business plan
- Provide quality assurance to ensure that projects executed in the organization meets the PMO process
- Provide training to the organization on the PMO rules, tools, governance and procedure

Requirement

- Min 3-5 years experience with proven track record of implementing and managing a robust PMO
- Able to confidently demonstrate a strong track record of managing multiple projects simultaneously with successful delivery to its intended benefit, on time to cost, using a comprehensive set of PMO tools
- Able to confidently demonstrate experience of managing portfolio dependencies and risk mitigation

- Expert communication and stakeholder management skills
- PMP or Prince 2 certification
- Preferably with Bachelor's Degree
- Ability to facilitate discussion among senior management team is an added advantage
- A passion for all things PMO and project governance