



## **PROJECT MANAGEMENT OFFICE MANAGER**

### **Responsibilities**

- Drive portfolio level governance forums across senior management team to ensure programs in the organization are delivered in line with Business Plan Deployment (BPD), including reviewing portfolio performance, benefits management, program prioritization and resource allocation.
- Identify portfolio risk and dependencies, take appropriate action to resolve and advise senior management on resolution options and proposal.
- 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 organizational standards.
- Set up and implement a robust process to track and report project, programme, portfolio, performance.
- Responsible for all tracking of activities in the long term plan and actualized 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.

### **Requirements**

- Minimum 3 to 5 years of experience with proven track record of implementation and management of a robust PMO.
- Demonstrate confidently 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.
- Demonstrate confidently experiences in managing portfolio dependencies and risk mitigation.
- Expert level of communication and stakeholder management skills.

- PMP or Prince 2 Certification
- Bachelor's Degree preferred
- Ability to facilitate discussion among senior management team is an added advantage.
- Passion for all things PMO and project governance

*(Only short-listed candidates will be notified)*