

## **Project Management Office (PMO) Manager**

### **Job Summary:**

Oversee development of business projects and ensure projects are completed on time and within budget. Ensure all team members uphold the company's standards throughout each project's development and execution. Gather and track relevant project data and present for review by management

### **Job Responsibilities:**

- Establish project governance framework to have a structured approach to govern the projects.
- Draft new and improve existing project management office policies and processes.
- Establish common reporting framework for project reporting.
- Provide management reports in term of project deliverables including but not limited to project progress and deliverables, budget, risk, operational efficiency, and utilisation of resources.
- Collaborate with other department leaders to define, prioritise and develop projects.
- Work with business process team to streamline and automate processes and workflows.
- Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines.
- Conduct project evaluation review to assess how well the project was managed and prepare any follow-on action recommendations.
- Conduct training and mentoring project team members where applicable.
- Manage dependencies across multiple projects and monitor implementation of dependency points.
- Manage project documentation, project history and organizational knowledge.
- Performs other related duties as assigned.

### **Job Requirements:**

- Bachelor's degree in Business, Administration, or a related field.
- Project Management Professional (PMP) Certification will be added advantage.
- Minimum 2 years' experience in PMO or minimum 5 years' experience in the Telecommunication industry with a supervisory position will be added advantage.
- Proactive, self-motivated with attention to detail and independent.
- Excellent organization, communication, and interpersonal skills.
- Strong analytical and problem-solving skills.
- Strong interpersonal skills to work with internal team members.

