

Analyst Project Management Office

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Company: Dautom

Location: abu dhabi

Category: other-general

Job ObjectiveTake overall responsibility for a limited number of small to medium sized projects and provides support to PMO team. Assist the PMO manager in fulfilling tasks in support of the PMO mandate. Shadowing and training with PMO team to enhance and build project management knowledge base. Performing quality control checks with project managers and administration of PPM tool. Assisting PMO Director and Manager in fulfilling any necessary tasks required.

Key Accountabilities

General Responsibilities

Direct Project ManagementManage and deliver projects according to the agreed scope and deliverables

Overseemanagement of activities of the project teams to ensure deliverables are being completed to defined expectations

Maintain frequent and detailed communication with all members of the team to ensure clarity at all times

Proactively manage foreseen project risks and mitigate issues as they arise implementing corrective actions

Supportthe project managers by taking on supervised support tasks on large projects as and when necessary

Manageproject administration tasks. Create and maintain project plan via PPM tool

Undertakeany other project management duties as and when required

GuidanceWorks with PMO to provide subject matter expertise advice and share knowledge with the team members to support their overall development.

Policies Systems Processes & ProceduresFollow PMO Department policies procedures and controls covering all areas of assigned job responsibilities so that all relevant procedural/legislative requirements fulfilled while delivering a quality cost effective service.

Training and Continuous ImprovementContinuously identify improvement related to the job specific responsibilities

Attending training sessions to build PM knowledge and experience

Job

Specific Responsibilities
Demand Management Providing PMO with required information for executing Demand Management Process
Updating project related templates for PMO review and approval as part of project intake process
Resource Management Works with PMO for establishing consolidated Resource Requirements Plan across projects in PPM tool.
Support PMO governance to establish effective stakeholder alignment.
Risk & Issue Management Effectively track project risks issues and commitments and escalate as and when required
Project reporting management: Provide weekly reporting on project status to PMO highlighting key updates escalations Risk and Issues
Quality Management Supports PMO in conducting project quality review for new projects and ongoing projects
Undertake compliance checks on projects adherence to PMO standards/ methodologies.
Document Management Ensure documentation is created and updated as per the agreed list of project deliverables
Ensure documents are stored in the document repository as required
Establish Monitoring of Documents Management and provides regular update to Manager Director & CTSO
Maintain an effective document management and control process.
Dependency Management Works with project team to identify and review dependencies escalate to the Manager/Director where required
Benefit Realization Provides support in producing reports and dashboards to management for benefits realization tracking.
Departmental Responsibility This position may be assigned to perform any additional tasks or related duties as required by the Line manager and in line with business requirements
Qualifications and Experience Bachelors degree or equivalent in one of the following Business Operations Management Finance or equivalent.
Proven working experience in project management
Competence in IT particularly in standard project management tools such as MS project PowerPoint and Excel
Ability to work under pressure and complete project within a set duration and budget
Good knowledge of project management methodologies including Agile preferable
Ability to learn quickly in a dynamic fastpaced environment
Fluent in English communicating and writing
Excellent communication skills confident in dealing with stakeholders
Proactive selfdrive approach
High attention to detail
Superior analytical thinking and problem solving abilities
Willingness to work with experienced resources to enhance PMO knowledge
Remote Work : No

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