

Analyst Project Management Office PMO

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Company: Tazweed Employment Services

Location: abu dhabi

Category: other-general

Objectives: Take 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. Direct Project Management Manage and deliver projects according to the agreed scope and deliverables Oversee management 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 Support the project managers by taking on supervised support tasks on larger projects as and when necessary Manage project administration tasks. Create and maintain project plan via PPM tool Undertake any other project management duties as and when required Strategy Contribution Works with PMO to ensure alignment of project reporting with strategic priorities Guidance Works with PMO to provide subject matter expertise advice and share knowledge with the team members to support their overall development. Policies Systems Processes & Procedures Follow 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 Improvement Continuously identify improvement related to the job specific responsibilities Attending training sessions to build PM knowledge and

experienceReportingEnsure that all reports are prepared timely and accurately and meet requirements policies and quality standardsDemand ManagementProviding PMO with required information for executing Demand Management ProcessUpdating project related templates for PMO review and approval as part of project intake processResource 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 ManagementEffectively track project risks issues and commitments and escalate as and when requiredProject reporting management:Provide weekly reporting on project status to PMO highlighting key updates escalations Risk and IssuesQuality ManagementSupports PMO in conducting project quality review for new projects and ongoing projectsUndertake compliance checks on projectsadherence to PMO standards/ methodologies. Document ManagementEnsure documentation is created and updated as per the agreed list of project deliverablesEnsure documents are stored in the document repository as requiredEstablish Monitoring of Documents Management and provides regular update to Manager Director & CTSOMaintain an effective document management and control process.Dependency ManagementWorks with project team to identify and review dependencies escalate to the Manager/Director where requiredBenefit RealizationProvides support in producing reports and dashboards to management for benefits realization tracking.Departmental ResponsibilityThis position may be assigned to perform any additional tasks or related duties as required by the Line manager and in line with business requirementsRequirementsBachelors degree or equivalent in one of the following Business Operations Management Finance or equivalent.Proven working experience in project managementCompetence in IT particularly in standard project management tools such as MS project PowerPoint and ExcelAbility to work under pressure and complete project within a set duration and budgetGood knowledge of project management methodologies including Agile preferableAbility to learn quickly in a dynamic fastpaced environmentFluent in English communicating and writingExcellent communication skills confident in dealing with stakeholdersProactive selfdrive approachHigh attention to detailSuperior analytical thinking and problem solving abilitiesWillingness to work with experienced resources to enhance PMO knowledge

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