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PMO MANAGER | Duncan & Ross Consulting Dubai

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PMO MANAGER | Duncan & Ross Consulting Dubai

Duncan & Ross Consulting offers integrated and customer oriented services in Technology, Digital Engineering and Engineering in different industries: Aerospace, Construction, Defence, Energy (O&G, Solar PV/CSP, Wind, Biomass, Hydropower, Geothermal Power, Nuclear), Manufacturing, Telecom & Railway. We unlock the potential of our customers and our consultants through our long-standing experience and our broad knowledge network. Duncan & Ross can draw on its worldwide network of human capital, engineering consulting and quality oriented solutions. Our customers will profit from these synergies that play an important role in the processing of our projects.

Responsible to lead the PMO activities, with a good experience in management processes for schedule, risks, change control, document control, and reporting.

To support the General Project Manager with project structuring, strategy definition and implementation, progress reporting including schedule updates, forecast to complete, variance identification and opportunities for improvement.

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KEY RESPONSIBILITIES:

Deploy Group processes, methods and tools applicable to Project Management target Operating Model

Lead inter-departmental coordination to anticipate, plan, optimize, coordinate and adjust project activities

Consolidate KPIs and data for Project dashboards and reports

Establish and monitor project management performance indicators appropriate to the project

Participates / organizes Project Change Control Board Meetings

Build and maintain a workload plan (for existing and future project activities)

Coordinate risks analysis and monitor the updates throughout the project lifecycle.

Works closely with the project Contracts Manager to efficiently report performance and record issues that negatively impact the project to support claim management

Set-up and implement a claims strategy including all the project stakeholders within FIDIC Contract Standards

Attend Core Team reviews to report on schedule updates, forecast to complete, variance identification and opportunities for improvement.

Deploy Lessons Learnt practices over the project lifecycle

Implement Project management / Process improvement initiatives

Maintains a positive and professional working relationship with customers, sub-contractors and vendors.

Ensures full compliance to Company safety and quality procedures

KEY EXPERIENCE AND QUALIFICATIONS:

7 years of experience of working on large scale and multi-countries Projects

3 years of experience of running PMO teams on large multi-discipline and entities projects

Minimum a Bachelor Degree or equivalent in relevant field

3 years of managerial experience

Formal PM Qualifications or equivalent level: APM Practitioner, IPMA Level B: Prince II Practitioner, PMP

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