

Senior Analyst – PMO Jobs in Dubai | Transguard Careers

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Job Responsibilities

Support in building and maintaining a detailed view of the portfolio assurance points across each project. Key metrics need to be reviewed across various data points inclusive of meeting with PMs on a regular basis to discuss, review findings and recommend improvements.

Support for project and programme planning activities including facilitation and gathering of regular updates to enable an efficient reporting process. Co-ordination of information gathering, production/formatting/quality review of regular and ad-hoc reports.

Co-develop and support the PMO across governance, project management, process maps, smartcards and other documents to ensure all support documents and reports are kept up to date.

Support and recommend improvements to Projects through project reviews to improve delivery, and minimize delivery Participate in the improvement of PMO and portfolio management methodologies.

Job Requirements

Knowledge of portfolio, programme and project management

Knowledge of key project management areas of scheduling, risks, financial controls,

resourcing and stakeholder management

Extensive experience in the usage of MS Project, MS Visio, Excel and PowerPoint

Working knowledge of reporting tools such as Clarity PPM, SharePoint, Tableau, SQL

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