

Senior Manager Jobs in Dubai | Transguard Group

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Company: Transguard Group

Location: , Dubai, United Arab Emirates

Category: other-general

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Job Responsibilities:

Drive and setup Assurance programme across projects.

Drive and co-ordinate the reporting and dashboard development of Portfolio & Programmes.

Co-ordinate with the Programme team to develop Build and maintain 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.

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

Co-ordinate the improvement of PMO and portfolio management methodologies.

Drive the processes and standards documentation activities in a centralized PMO knowledge base.

Co-ordinate continuous alignment of portfolio management tool to the most recent business processes, related governance framework, and project management methodology.

Coordinate with all internal parties and external technology partners to ensure any new business requirements are captured and quickly implemented into portfolio management tool (Radar).

Provide the Programme team with administrative support and guidance through the portfolio and project processes.

Job Requirements:

PMP or other Project & Programme Management qualifications are required

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, Microsoft Office, Project, SharePoint, Tableau, SQL

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