

	Job Description		Format No:HR_F_160 Version: 2.0 Date: 23-Jul-21
PMO - JD (DJD2024025)			
Roles	PMO Manager		
Responsibilities	<p>Nominating Project Leader to various projects based on competencies. Ensure resources allocation for making Project Team .</p> <p>Oversee Project Leaders for the delivery of projects on time, within scope and on budget. Review Project Performance . Anticipate risks, mitigate /manage the risk. Monitor compliance with policies and standards.Manintain trackers, come up with variance in cost and time. Anticipate risks , enable course correction. Work with Project Finance, Resource and Material management and Function Leaders to take necessary action as needed toward completion of targets. Incase of resource conflicts , provide project prioritisation and enable resource re-allocation.</p> <p>Provide Executive Summary weekly, with the information needed to assess which proposals have the highest potential value, impact and strategic alignment, Which project performance / execution delays severity is high,medium and low.</p> <p>Coordinate project closure to distil good practice and ensure lessons learned are logged. Enable knowledge managment. Analyse Savings per Project after closure of project.</p>		
Category		Description	
Qualifications	A Bachelor's degree in Engineering (E&C, Comp Sc) or Business, Administration, or a related field.		
Experience	10 years of experience in related technical field with atleast 5-8 years in Project Management.		
Technical & Process Capabilities	<ul style="list-style-type: none"> • Expert-level knowledge of project management, associated methodologies,tools & techniques, change management and processes • Knowledge of resource management tools. • Proficient skills in Word, Excel, PowerPoint, and MS project. • A Project Management Professional (PMP) Certification or equivalent may be advantageous. • Experience in handling defence projects • Experience handling Defence quality agencies like DGAQA, CRI, DGQA 		
Behavioural Capabilities	<ul style="list-style-type: none"> • Strong leadership skills. • Excellent organizational and related technical skills. • Strong attention to details and technicalities. • Good written and verbal communication skills. • Good interpersonal skills. • Good Strategic Thinking: Ability to juggle multiple goals and deadlines in the context of the big picture • Good time managment and multi-tasking skills. • Innovative and adaptable to business dyanamics. 		
Values	Accountable & Responsible, Ethics & Integrity, Knowledge, Collaboration, Caring, Agility, Empowerment with Accountability and Sustainability		
Compensation	To be filled by HR		