SENIOR PROJECT MANAGER

trategic

* 1. Planning, monitoring and controlling project. Defining and applying methodology. Builds and maintains project planning tools and techniques. Defines and implements project review, change control and acceptance procedures that conform to the chosen project methodology

Operational

* 1. Taking a lead role in the assessment of the commitment of IT (including 3rd parties) and the Business Unit, and the associated risks; the proof of concept process; prepares and validates the project plan; provides input to and underwrites the project budget and inputs to management
  2. Acquisition, assessment, assignment and management of the resources required (IT and/or 3rd parties /suppliers) for the project
  3. Identification of issues and assessment of risk pre-contract and throughout the project life. Identifies and executes a course of action designed to minimise or avert risk. Develops risk models. Recommends contingency provisions in the project budget
  4. Building and managing relationships with individuals in customer and 3rd party organisations who could impact on deliverables, financials and political climate
  5. Taking accountability for the project financials. Produces and maintains a project budget. Assures and authorises billable (incl. 3rd party) deliverables to be processed for payment
  6. Identifying the quality management system and the quality control responsibilities for all aspects of the project activity, including the processes of audit to identify potential/actual areas of non-conformance areas where improvement is possible
  7. Providing input to contracts with 3rd parties (e.g. definition of acceptance criteria, payment terms, deliverables and milestone definitions, assumptions and dependencies, consortia agreements, review procedures, customer role and responsibilities). Manages conformance to the contract and delivery of commitments. Defines supply and maintenance requirements
  8. Ensure the governance standards and project methodology as defined by the PMO are followed in all the phases of the different project under the Domain to have the consistency approach across the projects
  9. Liaise with Domain stakeholders and client periodically in order to ensure their requirements are taken into consideration at every project associated with the Domain
  10. Close down the project (Domai Level) ensuring a complete handover to the client and support team is done and that all relevant project documentation (Statement of Work, Risks and Issues, Closure report and other documents as applicable) is passed to the PMO for Documentation

Developmental

* 1. Arrange suitable training & mentoring for test teams
  2. Discuss performance issue with reportees and monitor their KPIs
  3. Develop and monitor individual development plan for employees in the section
  4. Manage people issues and resolve conflicts in the team
  5. Mentor employees and lead other employee engagement activities (e.g., individual appreciation, group activities, celebrations and other such similar activities)

Confidentiality

Maintain confidentiality, integrity and availability of information in line with Dubai Customs information security policies and procedures in order to protect information from any disclosure or misuse.

**Qualifications**

Minimum Educational Requirements:

* + Degree in a relevant discipline e.g. IT
  + Certification in Project Management
  + Certification in Program Management

Experience:

* + Minimum of 10 years’ experience in project management with experience in project financials