**Position: - PMO Executive**

**Job Description:** Implementing governance standards across the portfolio, including tracking, monitoring and updating the status of program deliverables, resource allocation and Capacity planning

**Key Qualities:-**

* The candidate must have excellent communication skills and should be presentable.
* Candidate should have good knowledge of Excel
* Having great work ethics
* Excellent analytical skill

**Job Responsibilities:** 

* Responsible for managing to develop the Project Standards guide, seeking contributions from Project Managers, QA Team, technical team ensuring that the Standards best practice met
* Responsible for organizing workshops to identify areas of improvement for projects, documenting recommendations and presenting them to the Investment Management
* Responsible to build up a repository of project templates both technical and management to support the Project Managers
* Responsible for providing technical resources based to different projects based on the Resource demand by Sales and Projects managers
* Capable of creating the resource pool based on the projects given by the sales team
* Responsible for Implementing project standards across all projects in the portfolio
* Responsible to administer the program plan as required using reports from Project Managers and the outcomes of project and board level meetings and workshops
* Responsible for managing the portfolio level benefits register, ensuring that all benefits are planned, monitored and benefits realization is tracked
* Responsible for implementing quality strategy, including change control processes and templates, across all activities of projects