

POSITION DESCRIPTION

Title:	Project Manager	Location:	Abu Dhabi
Department:	CEO Office	Reports to:	CEO
Salary:	Salary package	Band:	4
Prepared by:	CAO	Date:	April 2016

Overall Purpose:

The Project Manager will implement PMO best practice and ensure projects follow the PMO framework once in place. The Project Manager will manage a number of projects and be accountable for business engagement, participating in business case creation and stakeholder management and will be responsible for driving projects to completion.

Roles and Responsibilities

The roles and responsibilities of the Project Manager are:

- Define the scope of the project in collaboration with the management and the team involved
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Review the project schedule with the management and all other staff that will be affected by the project activities; revise the schedule as required
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Determine the objectives and measures upon which the project will be evaluated at its completion
- Drive projects to completion
- Participate in business case creation and management
- Own, develop and maintain workable project plans
- Oversee the day-to-day tasks of a people working on projects
- Perform problem identification and resolution, maintaining active issue and risk registers
- Manage the relationship with the business, the various implementation teams and vendors
- Actively manage the project budgets
- Manage the smooth handover to the relevant operations teams
- Network with the business stakeholders to ensure project buy in
- Where relevant, manage relationships with external suppliers
- Creation of the PMO and PMO processes
- Manage the PMO, PMO team and related processes.
- Ensure the successful integration of the PMO into NA organization process and culture
- Participate in audits, where required

- Lead the implementation teams
- Promote strong communication across teams
- Influence stakeholders where needed
- Define and report on key performance parameters
- Managing resource allocation and demand across projects

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

Professional and Academic Expertise

- A degree in commerce / accounting and / or sufficient work for the requirements for the role
- Advanced knowledge of project management methodologies (such as Agile, Waterfall)
- Resource models, such as Managed Services, Staff Augmentation
- Advanced computer skills
- Demonstrate good interpersonal and communication skills
- Experience working in a constantly changing, high performance environment
- Demonstrate ability to work with little supervision
- Ability to Identify issues and business risks to project delivery
- Good Stakeholder management and negotiation skills
- Strong organizational and collaborative skills across multiple projects
- Demonstrate ability to work in a multicultural environment

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1.0	June 2016	New PD
2.0	May 2018	change of Department and Line Manager from Performance and Evaluation to IT Department
3.0	August 2019	Change of Department and line Manager from IT Department to CEO Office, reporting to CEO

Review & Approval:

(Enter final approver title here)