

CALL FOR APPLICATIONS

TO FILL VACANCY FOR

Senior Manager – Project Manager (PMO)

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to hr.pg@project.green

JOB DESCRIPTION & PROFILE

Title	Senior Manager – Project Manager (PMO)
-------	--

Job Description

About the Project Management Office:

The PMO will introduce, oversee and support the application of consistent and repeatable methods, practices, tools and technology for managing and governing projects, with the purpose of increasing the efficiency and effectiveness of the project delivery, reporting and communication processes.

The PMO will work to cultivate and advance a project management culture so that the structures, processes, skills and mind-set are consistent with an organisation where projects are the primary method for delivering its business objectives and value to its stakeholders.

About the Role:

As Senior Manager - Project Manager (PMO) will provide oversight to a program of works and/or several active projects along their entire life cycle. You will work closely with the functions responsible for project delivery to ensure that projects are consistently planned, executed and closed in a controlled environment.

Your role will include:

- Actively supporting the project planning and execution process.
- Providing project performance oversight along the entire project lifecycle.
- Reporting project progress and health status to senior management and the Project Governance Committee.
- Ensuring efficient and effective project risk and issue reporting and management, and the execution of emerging directions and actions.
- Ensuring constant and up-to-date project data to enable active project management and reporting.
- Ensuring that that project documents and documentation are always provided and available.
- Planning and following up resource and task allocation.
- Helping to ensure that projects stay within scope, on time and within budget.

- Presenting the case for change requests to senior management and the Project Governance Committee
- Actively managing the expectations of internal stakeholders, including senior management.
- Working with Finance and the project owner to actively manage the project Capex and Opex budgets.
- Contributing towards the continuous improvement of the project governance and project management processes.
- Leading the lessons learnt process throughout the lifecycle of the project.

About you:

Project Green is looking for a self-directed and assertive team player who can work on several concurrent projects with attention to detail. The candidate should be a leader and an effective communicator, who can relate to the needs and expectations of senior management when reporting on project progress and health.

The role requires the applicant to be in possession of a minimum of a diploma qualification (MQF Level 5), or higher, as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Project Management, Business Administration, Engineering or a related field.

You will also have a minimum of three (3) years of relevant work experience; have a very good appreciation of the entire project management lifecycle, different methods and approaches to project management; is well versed with project management and governance practices, particularly project Planning, Risk Management, Change Control, Budget Management, Performance Monitoring and Reporting.

If you do not have the necessary academic or professional qualifications but you have at least five (5) years of relevant work experience, we would still be interested to consider you.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage project.green.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.