

# PMO Lead role with One of the leading IT Technology Solutions company in filed of Agri, Transit, Street Solution & Urban Solutions for Ahmedabad Location

Job Posted by Seema Kakra | June 25, 2024

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## Job Description-

### 1. JOB PURPOSE

The PMO Lead is a crucial role, responsible for managing and optimizing project management processes, ensuring the successful delivery of projects, and enhancing overall project performance. This role will play a pivotal part in aligning project initiatives with all business objectives and will lead a team of project professionals. Also, responsible for Billing and Receivables to effectively manage the financial aspects of the organization.

### 2. PRINCIPAL ACCOUNTABILITIES for PMO Lead

Accountabilities	Major Activities	Key Performance Indicators
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<p>Project Portfolio Management  Project Governance  Resource Management  Risk and Issue Management  Performance and Project planning  Metrics Continuous Improvement  Stakeholder Communication  Billing &amp; Receivables</p>	<p>Develop and maintain a project portfolio that aligns with the organization’s strategic goals, Prioritize and select projects based on predefined criteria and strategic objectives. Establish and enforce project governance standards, methodologies, and processes. Also, review project proposals and assess their alignment with governance requirements. Allocate and optimize resources (personnel, budget, technology) for project success. Monitor resource utilization and capacity planning. And, ensure resources are allocated efficiently to support project goals. Develop risk management processes and mitigation strategies. Monitor and report on the resolution of issues and risks. Define and monitor key performance indicators (KPIs) to measure project performance. Report on project status, make recommendations for enhancements, analyze data, and identify areas for improvement. Drive continuous improvement initiatives within the PMO. Conduct post-project reviews and apply lessons learned to enhance processes. Establish and maintain effective communication channels with project stakeholders. Ensure alignment between project objectives and organizational goals. Develop and maintain billing processes and standards. Coordinate with the finance team to ensure timely and accurate billing. Monitor and manage accounts receivable and outstanding invoices. Also, prepare regular reports on billing and receivables performance</p>	<ul style="list-style-type: none"> <li>· % of projects aligned with strategic objectives.</li> <li>· % of completed projects within the portfolio.</li> <li>· % of projects completed on time and within budget.</li> <li>· % of projects delivered within budget.</li> <li>· Number of identified risks mitigated.</li> <li>· Number of projects meeting or exceeding KPI targets.</li> <li>· Number of process improvements implemented.</li> <li>· Time and cost savings achieved through process enhancements.</li> <li>· Stakeholder satisfaction with project communication.</li> <li>· Project alignment with stakeholder expectations.</li> <li>· % of invoices issued accurately and on time</li> <li>· % of outstanding receivables successfully collected, and Improvement in cash flow and revenue collection</li> </ul>
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### 3. INTERACTIONS

#### Internal Interaction

Interaction with BU Heads, Project/Program Managers, SDM, and Support team ( HR & F&A)

#### External Interactions

Interactions with clients and vendors ( Based on Business Need )

#### 4. SKILLS AND KNOWLEDGE

##### Educational Qualifications

Engineering graduate/Post graduate in Computer Science/Information Technology/EC or M.C.A PMP, PgMP, or equivalent project management certification preferred. Proven experience in PMO leadership, project management, and strategic planning Strong knowledge of project management methodologies and tools. (Eg. ZOHO Projects) Should be good in Excel, PowerPoint, BI, and other analytical tool

##### Skills

Excellent problem-solving and decision-making abilities. Ability to work in a dynamic and fast-paced environment. Proficiency in project management software and tools. Strong analytical and organizational skills. Results-oriented and dedicated to achieving goals. If you are a dynamic, results-driven professional with the desire to lead a team size of at least 5 members and optimize project management practices.

##### Behavioral Skills

Excellent communication and teamwork skills Great attention to detail Organizational skills An analytical mind Should demonstrate adeptness in work management and skillful handling of diverse in-house & external stakeholders, while also exhibiting diplomatic finesse.

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