



UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have more than 1,700 member companies coming from 100 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

We are currently looking for a:

## Project Management Office (PMO)

As PMO Manager, directly reporting to the Secretary General, you will support the organisation to deliver projects in line with the association strategy. As part of its transformation, the further development and implementation of project management process and practices is a priority for UITP.

The breadth of the internal transformation and of the project portfolio calls for the creation of a project management office. This will strengthen the organisation governance and bring new state of the art methodologies for project management. The goal is to increase maturity in project and portfolio management within the association in coordination with the Senior Director Strategy.

UITP projects covers events, training activities, studies, advocacy and communication initiatives as well as internal activities aiming at improving coordination and efficiency of the team.

### TASKS

As PMO Manager, you will be responsible for the following tasks:

- Improve the current Project Management Process, provide guidance for the identification of project management tools and develop a governance framework;
- Accelerate the professionalisation of project management across the organisation
- Act as Reference for all PMO related questions
- Build and maintain an overview of all internal & external UITP Projects
- Set up and monitor reporting process tools, dashboard on status, resources, timing of each project
- Act as a mentor for the project managers and provide regular training session to develop the staff
- Ensure the implementation and respect of PM processes and facilitate decision making related to the prioritisation and selection of projects, with due consideration for available resources, capacity management and change management
- Organise Gate reviews and implement Post Implementation Analysis for major projects

- Ensure, for internal projects, that coordination is fluent between the different departments, particularly the support departments (IT, finance etc) and the other departments through Possibly act as a Project Manager for some Internal Projects
- Inform the Projects Board on project progress at UITP. He/she ensures, in coordination with the Senior Director Strategy, that the Projects Board is given the key elements to take the decision to launch and end projects, in particular in the light of the capacity and resources available.

The above tasks are not exhaustive. Together with your supervisor, the Secretary General, you have some room to fill in the job description to what you think is important in your job. After all, you are the specialist!

## **PROFILE REQUIREMENTS**

- Master's degree (Applied Economics, Commercial Engineering, Civil - Engineer, Computer, etc)  
At least 5 years of practical experience in a PMO role in addition to several years of experience as project and/or programme manager;
- Overall knowledge & experience in Project & Portfolio Management and Corporate Governance
- Demonstrated successful experience in medium size/large company and/or in Start-Up environment.
- Knowledge of IT Project Management Tools
- PMI certification would be an asset (Prince 2 or equivalent)
- Experience in change management is a plus
- Excellent listening skills and capacity to formulate clear messages that are tailored to your audience;
- Assertive and are sufficiently self-assured to draw power from this to get your point across firmly, fairly and with empathy;  
Continuously looking for improvements;  
Fluent in English ;
- Digital literate , with a good understanding of IT;
- Team player, talented in making people work together.

UITP offers a real opportunity to work in a multi-cultural environment with challenging activities and to contribute to the service and business excellence of an International organisation such as UITP.

**Deadline for application: 15/9/2020**

Starting date: ASAP

Info : [www.uitp.org](http://www.uitp.org)