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# Example of IT Portfolio Manager Job Description

Our company is hiring for an IT portfolio manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT portfolio manager

* The IT Portfolio Manager will be responsible for supporting the information technology (IT) portfolio governance process, including the analysis and reporting of portfolio investments to enable effective decision making for the mission, business systems, and for readiness, and training functions other relevant system needs
* Manage, lead, coach and develop 5 - 9 highly skilled and diverse IT professionals (FTE, Contractors, Onshore/OffShore mix)
* Act as main contact between business line(s), interfacing applications, 3rd party vendors, Project Managers and IT Executive or Business sponsors
* Effectively handles work capacity, provides estimates and timelines
* Works with Project Manager and team, determines best mix of application development and third party vendor solutions to meet business requirements and project objectives
* Supports the intake process of technical/infrastructure projects through the governance process
* Partners closely with technical and business owners to analyze new projects and readiness for governance decisions and provides transparency of portfolio investments
* Works with business and technical owners, functional leaders, and project managers to identify project interrelationships that will affect project priority and resource allocation decisions
* Manages the financials of the portfolio of work, and works with the technical owners to review forecasting against budgets
* Supports the governance and project status/delivery review meetings

## Qualifications for IT portfolio manager

* At least 5 years’ experience of portfolio and/or business technology management experience
* Knowledge of healthcare or pharmaceuticals industries preferred
* IT Systems Management knowledge-knowledge of the asset and process management practices, requirements and support services of the IT function is preferred
* Experience in risk management is preferred
* Experience managing in a matrix environment is preferred
* Technical experience in management of accounting and in computer applications systems is preferredInfo Technology