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# Example of PMO Analyst Job Description

Our company is growing rapidly and is looking to fill the role of PMO analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PMO analyst

* Management and on-going governance / enforcement of project delivery framework, project tracking and documentation systems
* Tracking and administration of PMO metrics and KPI data
* Manage project dashboard process and chair weekly meeting
* Provision of standardised document templates
* Management, tracking and administration of resource planning process
* Financial tracking and administration including
* Assist in managing, tracking, and storing details on unique projects (funding, task or-ders, management plans, schedules, risks, and quality issues)
* Help track project progress, and assists in identifying and resolving obstacles
* Anticipates needs of project, program and PMO management and makes independent decisions and takes action to meet those needs
* Provide IT Project Managers with support in regard to key project deliverables such as

## Qualifications for PMO analyst

* Collects and documents accurate project requirements
* Bachelors degree in Business discipline (Finance, Accounting, Economics) or Technology/Engineering discipline with demonstrated/relevant experience on securities processing and settlement platforms
* Experience in working on regulatory report/legal ledger generation and have extensive knowledge on local regulatory requirements
* Strong experience in performing reviews for both functional and technical projects particularly around requirements gathering, analysis and design, build, testing and deployment
* Must have proven experience in IT concepts for applications including understanding basic SDLC controls
* QA Management, leading teams through testing efforts