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# Example of PMO Manager Job Description

Our company is looking for a PMO 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 PMO manager

* Manage Project Management team and organization by providing clear direction, assessing performance, and identifying development needs and goals
* Recommend changes to policies and processes to enhance overall quality of the current PMO
* Due diligence, feasibility study and review of new projects for Corporate & Strategic Projects
* Working closely with the finance function and contributing in strategic decision making with respect to finance project roadmap
* Participating and contributing in management meetings to review and evolve strategies and future business projections
* The establishment, evolution and execution of a range of programme/project reporting, governance, QA and support functions ensuring effective delivery of programmes and projects across the business
* Providing leadership and management support to both the PMO Analyst(s) and the wider IT Team
* Assisting the Head of IT Programmes with Departmental planning and management as appropriate
* Evolve and promote the PMO and associated best practice within IT and the wider business
* Take a lead role in the business Roadmap planning process

## Qualifications for PMO manager

* Deep knowledge of Microsoft SharePoint, Power BI, and advanced functions of Excel
* Work collaboratively with colleagues and partners
* Self-direct and successfully navigate a complex, fast-paced, often ambiguous, and high-pressure work environment
* Solid written and verbal communication skills including meeting facilitation
* Background in vendor management and score-cards
* Act as the SME on portfolio content and meaning