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# Example of PMO Program Manager Job Description

Our company is growing rapidly and is looking to fill the role of PMO program manager. 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 program manager

* Champion project management culture and philosophy with group members and stakeholders from other functions
* Own PMO governance forums, including weekly Working Group meetings, monthly SteerCos
* Project planning support, business process research, fact finding through discussions with various departments, business process analysis and documentation, process design recommendation and producing power PowerPoint presentations
* Liaise with a range of stakeholders across multiple functions in the business (Marketing, Product & Engineering, Sales)
* Manage vendors and team members in a matrix organization
* Support and eventually lead key decisions on the shape of the business, offerings, pricing, and go-to-market approach
* Work closely with Architecture function to ensure that the business vision is implemented and appropriate project-based activities are progressing
* Develop and implement project management policies, standards, and procedures to ensure these are consistently followed throughout a project lifecycle
* The Program Manager must at all times be a role model to subordinate employees, be a workforce motivator, and be a provider of constructive criticism
* Motivated by successes

## Qualifications for PMO program manager

* Degree in a technical field (electrical, mechanical or software) required
* 8+ years of experience in product design and development of electro mechanical devices and technologies
* 5+ years of experience in engineering management and/or technical lead
* PMP or PGM certification a preferred
* Experience with all phases of product development (feasibility, core development, sustaining engineering, and cost reduction) required
* Led projects from inception to launch using stage gate process in product development