



# Example of IT Program Manager Job Description

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Our growing company is looking to fill the role of IT program manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT program manager

- Responsible to support Portfolio and Global PMO management activities
- Support weekly PMO status forums, Portfolio reporting
- Management of issues, risks, changes and scope
- Support Change & Release Mgmt
- Builds and assembles the appropriate participants to complete the assigned project according to plan and budget
- Self-starter with ability to conceive of and accept responsibility for projects and see them through to completion
- Responsible for IT SOX risk assessment and scoping process and management of IT SOX testing conducted by internal and external organizations
- Evaluate and analyze systems for ITGC/application controls scope
- Work collaboratively with external auditors, management testing representatives and control owners to ensure alignment of the IT systems, controls, testing strategy and schedules
- Manages the documentation and testing of IT General Controls for in scope IT applications and supporting infrastructure and ensure project milestones are delivered timely

## Qualifications for IT program manager

- Proficient in using MS Project and other project management tools
- Knowledge of general MS office computer software

- Strong interpersonal and team building skills, understanding of client relationship building are essential
- Ability to execute many complex tasks simultaneously, and work as a team member independently
- All contractor personnel working on this effort shall have a minimum of ADP-II level of access, as described in DoD 5200.2-R