



Example of PMO Director Job Description

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Our company is growing rapidly and is hiring for a PMO director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for PMO director

- Establish scorecards and dashboards with key performance indicators (KPIs), targets and triggers to ensure ongoing strong performance management
- Lead vendor relationships to deliver high quality and cost efficient services and outcomes
- Define PMO strategy, create action plans to implement strategies, and effectively communicate strategies to stakeholders
- Actively engage the business units personnel to understand their business needs and provide effective solutions to address these needs in a timely manner
- Analysis information and provide recommendation to support senior management in their decision making process
- Lead and drive initiatives in cross-functional projects to create efficiencies in overall RDSL enterprise-wide processes
- Develops career and development plan for subordinates
- Conducts business in full compliance to Behavior in Business and Behavior in Competition
- Budget & resources planning within PMO, management and control of assigned budget
- Driving operating rhythm, and coordination among all support function organizations in order to meet execution commitments

Qualifications for PMO director

- Demonstrated strength in technical environments with Agile approaches

- Ability to operate as a leader teacher by coordinating and influencing resources across departments, divisions, and geographies
- Working knowledge of the development of major project planning elements, to include scheduling, resourcing, communication, and implementation of plans
- Bachelor's degree in business, engineering, or related comparable experience required
- Requires 10 years of technical Project Management including a minimum of 5 years of management and leadership experience in a structured Program Management Office