



Example of Programme Management Job Description

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

Responsibilities for programme management

- Prepares annual cost plans of substantive trust funds and projected expenditures based on submissions from work units
- Monitors programme commitments for all DSPD regular budget accounts, Trust Fund, their subfunds and earmarked contributions, with a view to keeping approved budgets within their established ceilings
- Prepares factsheets, tables, reports and other documentation on programme/project-related activities and financial and budgetary resources, and drafts inputs for a wide range of documents/reports, briefings/debriefings, and correspondence as required by intergovernmental bodies and other monitoring mechanisms, including the Advisory Committee on Administrative and Budgetary Questions, Third and Fifth Committee of the General Assembly, and the Commission for Social Development
- Serves as focal point for coordination, monitoring and expedition of programme implementation activities, establishes the log frame, reviews and finalised programme performance in IMDIS, participates in programme/project evaluation and assists in drafting programme performance reports ensures work is proceeding according to established plans, including analysing implementation difficulties and initiating remedial action
- Supervises office support staff, as assigned, including distribution and review of work assignments, training, and inputs to performance evaluation
- Serves as focal point for administrative coordination of programme/project implementation activities, involving liaison with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on

arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services

- Drafts correspondence on budget-related issues and prepares and updates periodic reports and accounting spreadsheets
- Provides support in hiring processes, including preparing and maintaining files for candidates, arranging for interviews, sorting and distributing materials, entering data in Inspira, and other recruitment related tasks
- Assists in monitoring developments/issues on subjects or areas assigned by collecting, selecting, analysing and compiling materials from multiple sources, relevant databases, the library and the Internet
- Sorts, consolidates, extracts and processes data and enter into relevant database, including the divisional knowledge base on Public Administration and Development Management

Qualifications for programme management

- Knowledge of Investment Banking, Sales & Trading, Asset Management and similar industries (beneficial)
- Educated to Bachelor Degree level with a concentration in Technology, Engineering or Computer Science (or equivalent certification and/or relevant work experience)
- Standardise approaches and methodologies across the various PM groups within overall EMEA PS team
- Manage a centralised PMO function providing support to both the Project Management Group and the wider EMEA Professional Services team
- Successful track record in Programme Management
- Strong financial management skills (at a project level)