



**Job Title:** Director of Project Management Office (PMO)

**Level:** Mid-Level

**Location:** Washington, DC

**Main Purpose of the job:** The Project Management Office (PMO) ensures that donor funded projects are executed effectively and efficiently assuring delivery on time and within budget. The PMO is responsible for developing and maintaining high standards to represent the brand to donors by establishing best in class project management methodologies, standards and tools. This individual communicates to Executive Management on all projects within the program portfolio.

**Reporting to:** Chief Operations Officer

**Job Overview:** The Director of PMO oversees the project management process including governance, team leadership, tracking and monitoring, prioritization, communication and quality controls. The PMO Director should have a proven track record of successful project delivery, an ability to improve project management practices and substantial team leadership experience with a focus on team development.

**Duties/Responsibilities:**

Governance:

- Establish the PMO role and create a Center of Excellence in alignment with Project Management Institute (PMI) guidelines, quality standards and company requirements.
- Seek implementation efficiencies to meet or exceed the financial expectations established at project initiation.
- Develop, implement, and govern program management processes, tools, templates, policies and metrics.
- Monitor compliance with project policies and standards.

Team Leadership:

- Coach and mentor project management practitioners and share knowledge of best practices.
- Establish the PMO organization structure, hire and manage project staffing requirements in line with project objectives.
- Coordinate project deliverables with Project Managers, Analysts, Market Leads, Regional Directors and support contractors in a direct and indirect reporting structure.
- Set annual performance targets for direct reports and conduct performance reviews.
- Oversee Project Managers for the delivery of projects/programs on time, within scope and on budget.

Tracking and Monitoring:

- Track and provide project status and audit reports.
- Manage the risk, issue and change resolution process, and work with other leaders to take corrective action as needed.
- Ensure contract compliance and reporting to the donors.

#### Prioritization:

- Provide executive leaders with the information needed to assess and decide which proposals have the highest potential value, impact and strategic alignment.
- Interface with executives to define project priorities, implementation opportunities, challenges and communicate project risks and opportunities.

#### Key Qualifications:

- Master's degree in Business Administration, or related field required.
- A minimum of 10 years of project management experience preferred.
- PMP or PgMP highly desired.
- Expert-level knowledge of project and change management, methodologies, techniques, processes (e.g., Project and Portfolio Management Methodology – PPM).
- Budget, cost and profitability management skills.
- Knowledge of resource management tools.
- Ability to influence without authority.
- Flexible, adaptable and resourceful when managing changing timelines and multiple deliverables.
- Demonstrated leadership ability to establish and manage a high-performance team.
- Motivated to build relationships at executive levels with technology, solutions, customers and vendor groups.

**How to Apply:** Qualified candidates must submit a resume and cover letter with salary requirements to [jobs@WEConnectInternational.org](mailto:jobs@WEConnectInternational.org). Please note that documents need to be received in PDF form.

**Use Subject Line:** PMO\_YOUR NAME

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