

Senior Project Officer - PMO

Parramatta, NSW

Short Description

Exciting opportunity for someone to join a Government agency as a Senior Project Officer

- Government agency
- 6 month Contract
- WFH Set up

Full Job Description

Duration: ASAP start date

Pay rate: \$515 per day + Super

Location: 4 Parramatta square with WFH set-up

Working hours: 8hours/day, 40hours/week

Key Responsibilities:

The Senior Project Officer, PMO contributes to the design, development and monitoring of program/project management governance, reporting and deliverables, including implementing or overseeing coordination of program/project implementation to deliver on department outputs and outcomes, and meet client service delivery needs.

Key Deliverables:

1. Be a key contributor to the Concept, Start-Up, and Close stages of the Project Management Framework
2. Delivery Stage - support 7/8 as part of PGESC monthly reporting
3. Support remaining stages in the Framework, as required
4. Contribute to other PMO deliverables, as required
5. Act up in PMO Manager role, if/when required.

Further Insight:

Our Client strives to create structures and processes that make it possible to execute programs and projects to a quality standard within the sector and support our client in delivering on our departmental and funded commitments.

1. The Project Management Framework has 6 stages followed in sequential order. This approach ensures critical tasks such as business alignment and planning are completed prior to project execution.