

## Job Description

Doc. No.	PM01(S/PM)	Revision	1
Position Title	Senior / Program Manager	Category	Technical
Department	Program Management	Reports to	Director
Supervises	N/A		

### A. Position Purpose & Summary:

To take the lead as a Program Manager to drive the project to meet its objectives. The Program Manager is also responsible and accountable for meeting the project deliverables on time, within budget and with superior quality. In charge of executing operational support roles for the project in the areas of project management life cycle methodology, process standardization and safe keeping of all project documentations for reporting and internal audit.

### B. Primary Duties & Responsibilities:

- 1) Govern the project management and processes and procedures and ensure project management gate criteria compliance through process audit.
- 2) Initiate Project Management best practice and role management.
- 3) Evaluate and assess changes on technology business environment with alignment to processes.
- 4) Develop and drives project deliverables according to the agreed timeline/schedule, budget, resources and quality.
- 5) Drives weekly risk management and issue management meetings.
- 6) Provides regular updates on project status (timeline/schedule, budget, resources and quality), issues and risks to the stakeholders, including Senior Management and SLT.
- 7) Track and manage change management plan and processes.
- 8) Implements project plans to meet organization objectives.
- 9) Coordinate and integrates project activities.
- 10) Manage project budget and the profit and loss for the project.
- 11) Liaise with customers to gather requirements, communicate on project status and demo products as required.

### C. Accountability:

The Program Manager will be accountable for the project on hand. The contact point for any project related issues.

## Position Requirements

### D. Academic Qualification:

- Phd    Master's    Degree   Others (Please specify) \_\_\_\_\_
- Engineering    Information Technology    Science    Marketing / Business
- Finance / Management    Others (Please specify) \_\_\_\_\_

### E. Experiences:

- Fresh    1- 3 years    5-10 years    More than 10 years
- R&D    Information Technology    Manufacturing    Oil & Gas    Finance / Admin
- Sales / Marketing    Others (Please specify) \_\_\_\_\_

F. Technical Skills	G. Soft Skills
Proficient in scheduling tools such as Microsoft Project.	Communication skills and good command of Bahasa Malaysia and English.
Resource management using fast-tracking.	People management skills.
Good command of MS Office Applications.	Writing and presentation skills.
Understanding of Software Development processes including quality and audit.	Influencing skills.
	Negotiation skills.

### Additional Preferences

- Knowledge in SAP.
- Program Management certificate such as PMP Certified.

### Related Job Match

N/A