



# WE'RE HIRING!

## *Deputy Manager / Manager PMO*

**Department:** Innovation - PMO

**Location:** Karachi

**Education:** Bachelors/Masters in Computer Science

**Experience:** 08 – 10 years in relevant field

**Deadline:** November 21, 2024

**Apply at:** [careers@1link.net.pk](mailto:careers@1link.net.pk)

*Female candidates are encouraged to apply.*





# Title: Deputy Manager / Manager - PMO



## Job Role & Requirements:

- Engage teams for defining scope, planning, and sequencing activities.
- Manage Project Teams for work integration.
- Active involvement with sub-ordinates to ensure their projects are being managed properly; guiding them to meet the project objectives within planned timelines.
- Manage effective project communication among all stakeholders and manage documentation.
- Monitor and control projects managing deliverables completion to agreed timelines.
- Analyze risks and issues and proactively managing risks (preventing, and/or mitigating) as necessary.
- Regular and timely reporting of project progress/status to the relevant stakeholders.
- Change management documentation and implementation using project management lifecycle.
- Engage vendors as per need.
- Assist Project Management Office to design, maintain and monitor standard implementation practices and project templates.
- Proficient on MS Project.
- Strong analytical, communication, and negotiation skills.
- Ability to work closely with cross functional teams.

*At I LINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:*

- ① *Modular working options such as flexi-hours*
- ① *Continuous training and development*
- ① *Quarterly bonuses*
- ① *Heavily subsidized lunch and club facilities*
- ① *Employee educational support*
- ① *Performance bonuses*
- ① *Carpool incentive*
- ① *On premises gym facility*
- ① *In-person/online doctor consultation facility*

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