



## **Career Opportunity: Senior Manager, Project Portfolio**

**Are you a strategic leader ready to drive excellence in project management?** Trinidad and Tobago Revenue Authority (TTRA) is seeking for a highly skilled **Senior Manager, Project Portfolio** to join our Centre of Excellence. Reporting to the Executive Advisor – Corporate Strategy, the Senior Manager, Project Portfolio is responsible for the integration, optimization, and execution of TTRA’s project and program portfolios, ensuring adherence to project management best practices. This role encompasses overseeing the development and periodic updating of TTRA’s Project Portfolio, Programme, and Project Management frameworks and policies, aligning them with best practices and the strategic goals of TTRA.

### **KEY RESPONSIBILITIES:**

#### **Project Portfolio Management Framework and Strategy:**

- Develops and implements Project Portfolio, Programme, and Project Management frameworks, competencies, and cross-functional processes in collaboration with senior leadership, ensuring alignment with best practices and TTRA's strategic goals.
- Establishes and maintains a unified Project Portfolio Management Information System, policies, and procedures to oversee all TTRA projects, including those managed by external providers and other functional areas.
- Enhances Project Portfolio and Project Management capabilities, aligns project management lifecycle with strategic and annual planning, and continuously reviews performance for ongoing improvement.

#### **Project Portfolio Definition and Optimisation:**

- Develop and plan Project Portfolio Roadmaps aligned with TTRA’s Strategic Objectives, Corporate Scorecard, and Enterprise Risk Management Policy. Collaborate with key stakeholders to prioritize and resource projects based on benefits, criticality, challenges, and risks.
- Create and implement Change Management, Risk Management, and Communications Plans to support the Project Portfolio Roadmap. Work with the Strategy Office to integrate these plans into operational plans and scorecards, and establish a Governance Framework for project execution.

#### **Project Portfolio Delivery and Change Management:**

- Oversee the execution of projects and programs managed by the Project Portfolio Office, ensuring effective and efficient management throughout their lifecycles, and delivery within time, budget, and scope.
- Provide support and monitor projects/programs managed by other functional areas or outsourced resources, ensuring consistency, best practices, and alignment with a unified Information System and policy.
- Manage consulting and vendor engagements, dependencies among programs and projects, and all aspects of portfolio-level budgets, risks, resourcing, stakeholders, communications, and governance.
- Embed change management practices in all project plans, provide comprehensive status and risk reporting to executive and board committees, and collaborate with senior leadership and project owners to resolve strategic issues and ensure the realization of project benefits.

#### **Project Management Culture and Knowledge Sharing:**

- Develop and execute knowledge-sharing and training programs in partnership with HR on project management best practices and TTRA’s project management policies and systems. Build and support a team of professional Project Managers aligned with TTRA’s core values.

- Provide support for competency building and ensure alignment with a centralized and standardized framework and information system, while enabling units to undertake small to medium projects independently. Stay updated on relevant tools, methodologies, and technology, and perform other job-related duties as required.

#### **QUALIFICATIONS AND EXPERIENCE:**

**Education:** MBA or Post Graduate Degree in Leadership, Business, or a related field, with a BSc. in a recognized technical or professional field.

**Certifications:** Project Portfolio and/or Project Management Certification such as PMP, PfMP, MoP, PRINCE2. Certifications in Strategic Management, Data Analytics, Business Analysis, Agile, Six Sigma are considered assets.

**Experience:** At least 8 years in project/program management with 5 years in a supervisory role managing medium to large-scale project portfolios.

**Knowledge:** Extensive knowledge of Project Portfolio Management, Project Management, Change Management, Strategic Management, and Reporting & Analytics.

#### **KEY COMPETENCIES:**

- **Behavioural:** Attention to detail, Communication, Continuous learning, Conflict resolution, Client orientation, Decision making, Emotional intelligence, Ethics, integrity and transparency, Leadership, Organizational knowledge and awareness, Strategic thinking, Analytical skills, Teamwork.
- **Technical:** Research, Data analytics, Financial analysis, Project Management, Change Management, Project Portfolio Management, Business Analysis, Process Re-engineering.

#### **Why Join Us?**

This role offers a unique opportunity to shape and enhance our project portfolio management practices, align projects with strategic goals, and foster a culture of excellence in project management. You will work with various units to optimize project delivery, support advanced project management initiatives, and drive continuous improvement.

**Take the lead in advancing our project management capabilities and join us as we drive organizational success through strategic project portfolio management. Apply now to make a significant impact!**

#### **Submission of Applications:**

Email a copy of your CV and Cover letter to: [recruitment@eastmanandassociates.net](mailto:recruitment@eastmanandassociates.net)

Application Deadline: 12:00 midnight August 25<sup>th</sup> 2024

*Only shortlisted candidates will be contacted.*