Program Manager Job Description



PROGRAM MANAGER RESPONSIBILITIES INCLUDE:

- Formulating, organizing and monitoring inter-connected projects
- Deciding on suitable strategies and objectives
- Coordinating cross-project activities

JOB BRIEF

We are looking for an experienced **Program Manager** to organize and coordinate programs. You will provide strategic guidance to teams and project managers in ways that promote the company’s culture. You will also oversee the progress of operations.

The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and tactics.

The goal is to ensure that all programs deliver the desirable outcome to our organization.

RESPONSIBILITIES

- Formulate, organize and monitor inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the program’s people and vendors
- Assess program performance and aim to maximize ROI
- Resolve projects’ higher scope issues
- Prepare reports for program directors

Requirements

- Proven experience as a Program Manager or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project

management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability
- BSc/BA diploma in management or a relevant field; MSc/MA is a plus

SOURCE: https://resources.workable.com/program-manager-job-description