

The Job/Role Descriptions in the functional area “Project Management” specify the responsibilities, experiences and knowledge of the operative Project Managers and the resources representing a PMO (Project Management Office), who can be offered and/or provided by Passt

	Assistant	PM (J)	PM	SPM	PDIR
Job title	PMO Assistant	Project Manager (junior)	Project Manager	Senior Project Manager	Project Director
Area of responsibility (operative PM)	<ul style="list-style-type: none"> General support 	<ul style="list-style-type: none"> Supports Acquisition Team during the tender phase (e.g. project planning, commercial and technical evaluation, feasibility) Manages and drives the entire risk & opportunity management process and related reporting Manages end-to-end project execution and compliance by all related parties. Ensures that contract commitments are met in an efficient and timely manner 			
	<ul style="list-style-type: none"> Verifies regularly progress, enters the data into related systems and reports them to the PM 	<ul style="list-style-type: none"> Develops and actively manages the project-plan (time schedule, scope of work, resource scheduling, etc.) 			
		<ul style="list-style-type: none"> Leads the entire project team; respective activities/responsibilities are e.g.: <ul style="list-style-type: none"> ❖ Preparation/conduct of project kick-off meeting, regular project team meetings ❖ Responsible for the entire project documentation ❖ Responsible for the co-ordination of all involved resources (e.g. engineering, factories, service, operations, project specific developments, etc.) Interfaces with contract partners and with third parties (e.g. consortia) 			
		<ul style="list-style-type: none"> Manages cost, schedule and resource variances & deals efficiently with problems arising; this includes escalation management 			
		<ul style="list-style-type: none"> Identifies, monitors and reports NCC (non-conformance costs) Responsible for change & claim management Prepares & conducts the <i>Executive Project Reviews</i> 			
	<ul style="list-style-type: none"> Drafts the various project reports 	<ul style="list-style-type: none"> Maintains a regular project reporting (implementation status, time schedule, financials, critical issues) 			
		<ul style="list-style-type: none"> Updates the revenue recognition plan Triggers invoicing, checks and potentially approves invoices submitted by suppliers and sub-suppliers Monitors and directs CIE (costs in excess), received payments and overdue payments Ensures the best possible financial result (GM) Drives project closure 			

	Assistant	PM (J)	PM	SPM	PDIR
Area of responsibility (PMO)	<ul style="list-style-type: none"> General support 	<ul style="list-style-type: none"> Supports the operative project managers 			N/A
	<ul style="list-style-type: none"> Follows-up and manages the training curricula of the project managers 				N/A
			<ul style="list-style-type: none"> Participates in the regular <i>Project Reviews</i> and signs-off on Quality Gates on behalf of the PMO 		N/A
			<ul style="list-style-type: none"> Constant monitoring and improvement of the entire project management process 		N/A
				<ul style="list-style-type: none"> Prepares e.g. CMMI-assessments and all necessary steps to drive an increase of the related organizational maturity-level 	N/A
		<ul style="list-style-type: none"> Prepares and updates process descriptions, work-flows and all necessary templates 			N/A
			<ul style="list-style-type: none"> Develops, maintains and reports on an aggregated project level using e.g. BSC (balanced score card) 		N/A
			<ul style="list-style-type: none"> Participates in project audits 	<ul style="list-style-type: none"> Performs project audits 	N/A
				<ul style="list-style-type: none"> Ministers and coaches operative project managers 	N/A

	Assistant	PM (J)	PM	SPM	PDIR
Necessary experience	<ul style="list-style-type: none"> Office administration 	<ul style="list-style-type: none"> E.g. Service, Engineering, Project Management, Technical Sales, Proposal Management, etc. 			
			<ul style="list-style-type: none"> Project management: typically $\geq 4y$ 	<ul style="list-style-type: none"> Project management: typically $\geq 8y$ 	<ul style="list-style-type: none"> Project management: typically $\geq 12y$
				<ul style="list-style-type: none"> Experience in large-scale and complex projects 	
Requested knowledge	<ul style="list-style-type: none"> Competent in using Microsoft Office products (Word, Excel, PowerPoint, Outlook) 				
		<ul style="list-style-type: none"> Competent in using Microsoft Project 			
		<ul style="list-style-type: none"> Basic commercial knowledge (settlement of orders, financial transactions, contractual right, or the like) 			
		<ul style="list-style-type: none"> General product/technology knowledge in regards to the project scope 			
	<ul style="list-style-type: none"> General Project Management know-how 	<ul style="list-style-type: none"> Detailed Project Management know-how and related methodologies (e.g. PMI/PMBok, Prince, GPM, etc.) 			