

Senior Program Officer

GMT People • All Canberra ACT



Not provided



Work type
Full time



Contract type
Contract

Skills

MONITORING THE STATUS OF PROGRAM/PROJECT DELIVERABLES

MONITORING TIME

COST AND QUALITY METRICS

MANAGING AND MONITOR THE PROGRAM RISKS REGISTER

Full job description

Job Requirements:

- Contract: 12 months plus a 12 month option
- **Location:** Canberra, Sydney or Brisbane
- Eligibility: All applicants must be **Australian Citizens**

The role:

Our client is seeking a Senior Program Officer who will be responsible for supporting the Program Director and Program Manager with program management activities e.g. across end to end delivery to monitor, track and report the status of program/project deliverables to ensure time, cost and quality metrics are in line with approved program artefacts.

Experience needed:

- Work with independence against established priorities, practices
- Make decisions on tasks with considerable complexity/sensitivity
- Manage relationships with stakeholders to achieve work goals
- Develop complex relationships with internal and external stakeholders
- Develop and manage project plans, including evaluation reporting
- Coordinate risk assessment and risk management activities
- Prepare Program documents, briefs, papers and presentations

Job details



Date posted
06 May 2022



Expired On
05 Jul 2022



Category
Information Technology



Occupation
Other



Base pay
Not provided



Contract type
Contract



Work type
Full time



Job mode
Standard business hours



Career level
EXPERIENCED NON-MANAGER

Does this sound like you? If so, we will be pleased to receive your application.

Click Apply Now!

If you require further information please contact Keith 0386139902 or our
Cosnultants on 0262010100 / 0733095600