

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Project manager - Information Technology Division

Our client:

An international NGO based in Geneva

Role & Responsibilities:

- Reporting to the IT Governance, Portfolio and Project Management Lead, the Associate Specialist IT Portfolio is responsible for supporting the Transformation Office in providing IT Project financials, and operational, and administrative support to the IT PMO Lead, IT Project Managers, and any other stakeholders upon request.
- The role will support the IT Portfolio activities: ensuring that the project actuals are correctly tracked. This includes, gathering IT actual costs, supporting specific deliverables, scheduling, organizing, data gathering, progress updating, recordkeeping, and reporting
- S/he will have a solid understanding of Financial & Project Management, and adequate knowledge in Business Processes and Strategy
- S/he will have strong stakeholder management skills, to ensure timely delivery of quality project and operations information

Profile:

- Qualifications in the field of accounting and/or project management, or relevant equivalent experience.
- Solid work experience as a Project Administrator, Project Coordinator, Financial Analyst or similar
- Experience coordinating tasks in a hybrid environment, with competing priorities and short
- Knowledge of Excel

Contract type: Temporary mission **from the 5.09.2022 to the 31.12.2022**

Rate of activity: 100%

Starting date: The 5th of September 2022

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1310903931