**Technical Competencies – IT Project Management Office Specialist – PRO002797**

**Applicant Name:**

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| **N** | **Technology**  | **Years of experience** | **Competence (rating : 1=basic  5=excellent)** | **Detailed description of how this specific professional experience was gained.**  | **Companies where you applied these skills / knowledge, according to your professional experience, e.g. 1-the most recent position, etc.** |
|  | Bachelor’s degree in information technology, business administration, computer science, information system security or related disciplines |  |  |  | 1,2,3,4,5,6,7,8 |
|  | A good command of English with proven drafting ability |  |  |  | 1,2,3,4,5,6,7,8 |
|  | A working knowledge of MS Office (in particular Word, Excel and PowerPoint) |  |  |  | 1,2,3,4,5,6,7,8 |
|  | A good understanding of Information Technology |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Academic education in business administration, information technologies or related disciplines |  |  |  | 1,2,3,4,5,6,7,8 |
|  | In depth experience in IT PMO, including leading projects in accordance with accepted project management standards (looking after project processes, e.g. risk/issue logs, procurement, documentation repositories) and planning, estimating and controlling, also using quantitative methods |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Hands-on experience and sound knowledge of project management methodologies (preferably PMBOK or Prince2) |  |  |  | 1,2,3,4,5,6,7,8 |
|  | A strong understanding of “business IT”, including trends, business parameters and developments in the field of IT projects, software applications and/or infrastructure |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Proven experience in providing services to internal stakeholders to achieve successful project outcomes |  |  |  | 1,2,3,4,5,6,7,8 |
|  | An understanding of the principles and frameworks behind successful project management, including agile approaches from a methodology implementation and support perspective |  |  |  | 1,2,3,4,5,6,7,8 |
|  | A detailed understanding of project delivery and acceptance processes within a fast-paced business environment, including in respect of setting acceptance criteria, defining quality assurance plans and overseeing testing/acceptance processes |  |  |  | 1,2,3,4,5,6,7,8 |
|  | An advanced knowledge of MS Project or equivalent portfolio/project planning and management tools |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Establishes and maintains cooperative relationships with staff and management at all levels, both inside and outside the organisation |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Engages others both directly and indirectly in order to communicate ideas and implement the |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Most suitable approach, by using simple/clear words and/or images to communicate |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Pursues projects with energy and drive from the conceptual stage to their practical implementation, generating agreed results within agreed time frames |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Analyses both successes and failures in search of possible areas for improvement |  |  |  | 1,2,3,4,5,6,7,8 |
|  | Manages multiple assignments and tracks progress on numerous processes simultaneously, being able to establish the duration and difficulty of tasks to ensure that business needs are met. |  |  |  | 1,2,3,4,5,6,7,8 |