



## **Job Offer**

### **Project Management Office (PMO) Manager (100%)**

#### **About us**

Generating 'innovation' and 'entrepreneurship' - especially in the form of innovation-driven enterprises (IDEs) - has emerged as a critical priority in the global innovation economy and new fields of business endeavors. In contrast to most 'small and medium-sized enterprises (SMEs)', IDEs are formed with the explicit intent to build competitive advantage based on new innovations to grow quickly and scale well beyond local markets and aspire to significant growth.

Beyond engaging with a variety of actors within a business endeavor, it is critical to interact with a wide range of stakeholders for effective decision making and the acquisition of the best resources to ensure their very distinctive competitive advantage. IDEs around the world lack often the availability of a trusted partner to start, grow, accelerate and scale their business and to leverage their executive management team in a reliable, successful and significant way.

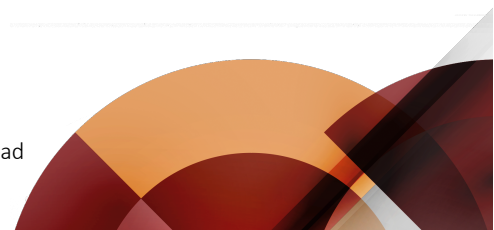
At Pontinova Consulting we enjoy helping to frame strategic businesses anchored by the passion of founders. Our team is passionately dedicated to making a positive impact on the companies where we are part of the team. We push investors and business leaders to continuously test hypotheses and pride ourselves on maintaining openness to experimentation that can lead to long-term breakthrough performance.

Using our ecosystem, we actively partner with a diverse set of companies including early-stage startups building breakthrough technologies, fast-growing companies, and established worldwide leading corporations. We have deep passion for digital health, regenerative economy, and disruptive technologies and care deeply about how artificial intelligence, machine learning, blockchain, and virtual reality will come to redefine and transform all these unique spaces.

#### **Job Description**

We are looking for a dedicated individual to join our team as a PMO Manager. The responsibilities of the PMO Manager include managing the day-to-day activities in the PMO, providing guidance on PMO policies and processes, overseeing project management, and collaborating with the executive team, colleagues and business partners to develop projects and programs.

To be successful as a PMO Manager, you should demonstrate strong leadership and communication skills. Ultimately, a top-notch PMO Manager should be well organized and able to work under pressure.





### **Our offer**

- An exciting and challenging position with a lot of personal responsibility
- Varied and challenging tasks in a boutique consulting firm
- A dynamic team in which everyone is involved - from interns to partners
- Room for professional self-realization in the heart of Dubai

### **Responsibilities**

- Collaborating with the company partners to define, prioritize, and develop projects.
- Establishing as direct contact person to our clients (executives from a wide range of industries).
- Planning project management, including setting deadlines, prioritizing tasks.
- Analyzing financial data, including project budgets, risks, and resource allocation.
- Providing financial reports and budget outlines to the company partners.
- Overseeing the development of the project and ensuring upholding quality and high standards.
- Conducting project presentations in PPT and presenting the results to our clients and partners.
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### **Requirements:**

- A Bachelor's degree in Business, Administration, or a related field.
- A minimum of five years' experience in the industry.
- A minimum of one year's experience in a supervisory position.
- Strong leadership skills.
- Good written and verbal communication skills in English and German.
- Strong attention to details and technicalities.
- Excellent organizational and technical skills.
- Good interpersonal and multi-tasking skills.
- Friendly, self-confident appearance.
- Entrepreneurial mindset and self-responsibility.

Please send your complete application documents [info@pontinova.com](mailto:info@pontinova.com). If you have any questions in advance, please contact Dr. Eva Gattnar at +971 58 55 16421, Pontinova Consulting Ltd., World Trade Center, Building C3, Level3, Dubai, UAE.

**We look forward to receiving your application!**

