

Internship & Work-Integrated Learning Center (iWIL)

JOB VACANCY FORM

Job Reference No.: JV110

Company Name: **Abu Dhabi Terminals**



Company Type: Semi-Government

Job Position/Title:	IT PMO Coordinator	Academic Major:	IT
Salary Range:	21850 AED + tickets 12,000 and bonus offered by the company.	Years of Experience:	0-2 years
Job Location:	<i>Abu Dhabi</i>	Job Type:	<i>Full-time</i>
Nationality:	<i>UAE Nationals</i>	Gender:	<i>Male</i>
Job Description:	The purpose of this job is to assist IT management office with administrative, technical and project related tasks and activities. Reporting to the Senior Manager of Information Technology department and to enhance department's administrative and project delivery including the PMO tasks. Project Management Office Responsibilities - Assist in setting up a structure to start, manage, track and report on IT projects - Actively track progress on IT projects and report weekly and monthly to IT management, where the responsibility to timely provide the required details fully lies with the assistant IT managers and IT project managers - Create and maintain project financial justification. Performs cost/benefit analysis of actions and initiatives - Assist in planning the activities of the IT teams - Participate in IT management meetings - Regularly keep management informed of problems, issues, and status of on-going projects. Technical Writer Responsibilities - Assist IT staff in writing policies, procedures and manuals on various IT products - Compile summary documents, e.g. Capex/Opex forms and justification documents, User specification/requirements document, Project execution plan, Application Development Plan, management Summary, IT governance and Policy documents. - Review materials written by other IT members and provide corrections in order to maintain a consistent look & feel as well as content Procurement Responsibilities - Keep status overview of all on-going IT procurement and report to IT manager - Regularly follow up with procurement the status of items to avoid that items are not attended to Administration Responsibilities - Maintain IT content on TAWASUL and Digital Signage system - Assist in IT budget preparations		
Minimum Qualifications:	<i>Higher Diploma Or Diploma</i> - Fluent in English oral and written communication. Arabic is an advantage.		
No. of Positions Required:	1		
Job Close Date:	<i>As soon as possible</i>		

To Apply, UAEU Graduates/Alumni should send their CVs to:
Lubna.almahri@adterminals.ae