

MEA-Plessey-Project Management- PMO Coordinator

Regional Job Profile Mapping template									
GLOBAL	Global Job Family	Project Management			Global Job Title	Project Coordinator			
	Global High Level Job Description	N/A			Global Typical Level of Qualification	N/A			
					Global Typical Level of Experience	N/A			
					Critical Job		NO		
REGIONAL	Regional Job Title	PMO Coordinator			Regional Job Classification/Grade				
	Regional High Level Job Description	<p>The PMO Coordinator provides general assistance to Associate PMO Manager, Project Managers and project teams. The individual demonstrates consistent performance in all the roles of the Project Administrator.</p> <p>The PMO Coordinator is independently responsible for delivery of transactional projects like e.g. a standard router installation. The individual demonstrates an understanding of the project environment and stakeholder interests is quality aware and ensures client satisfaction is reached.</p> <p>PMO Coordinator assists in setting up operational structures, e.g. project accounting and communities for project and solution collateral, according to Dimension Data and Primer standards.</p> <p>The individual needs to have a good understanding of a project management methodology. The PMO Coordinator provides project support with limited guidance for multiple projects. The individual is able to coordinate the relationship with (third) parties for the delivery of resources and contractors when necessary.</p>							
	Operational Requirements	Driver's Licence	YES	<input checked="" type="checkbox"/>	Language Proficiency	English	Overtime Work	No	<input type="checkbox"/>
	Regional Typical Level of Qualification	Secondary			Regional Typical Qualification Text				
		Diploma		<input checked="" type="checkbox"/>					
		Basic degree		<input checked="" type="checkbox"/>	Regional Salary Range	Related Business Degree			
Advanced degree				Regional Vertical Experience Type	Telecoms/ Construction				
Regional Typical Experience Level	Between 2 and 5 Years			Regional Typical Experience Type	At least 1 years in Project Management				

Regional Job Profile Mapping template				
				At least 2 years in Project Administration At least 2 years in Project Accounting
			Can this job be defined as a scarce skills job?	1 2 3 <input checked="" type="checkbox"/>
			Does this job contain competencies that have a limited viability?	YES NO
			Critical Job	YES NO
LOB Tech BU	Line of Business/Technology/Business Unit	Plessey	Line of Business/Technology Job Title/ Business Unit	PMO Coordinator
	Next Career Step	<ul style="list-style-type: none"> • Associate Project Manager Level 1 • Associate Project Manager Level 2 		

Generic Roles

RPL: Required Competence Proficiency Level

CWI: Competency Weigh Indicator

SCI: Scarce Competency Indicator

CVI: Competency Viability Indicator

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
Adhere with required Safety, Health, Environmental and Quality and other legislation	Knows and understands Plessey SHEQ requirements	2	C		
	Ensures Health and Safety plan is finalised and deployed	2	C		
	Comply with BBBEE regulations	2	C		
Define and manage project scope	Develops project scope at proposal stage	1	M		
	Develops project scope at definition stage	1	M		
	Gathers requirements information	1	M		
	Identifies and estimates project requirements	1	M		
	Verifies solution requirements	1	M		
	Establishes tasks and task duration for solution delivery	1	M		
	Manages high-level requirements engineering process and deliverables	1	M		
	Analyses and solves problems	2	H		
	Manages scope and scope changes	1	M		
Plan and develop project schedule	Validates solution delivery in accordance with requirements	2	H		
	Obtains client sign-off for requirements and delivered solution	2	H		
	Develops high-level milestone plan	2	M		
	Develops detailed project plan including resourcing and task sequencing	2	M		
	Organises project set-up	n/a			
	Agrees project plan and approach with client	2	H		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Executes plan	2	H		
Manage project finances	Understands project sales financial baseline B0***	2	H		
	Assists in delivering project delivery financial baseline B1***	2	H		
	Agrees project billing and invoicing with client	2	C		
	Sets up project accounting	4	C		
	Maintains project financial information	4	C		
	Executes project financial management (Sign-of on invoice)***	5	C		
	Demonstrates advanced financial management (EVM, Forex, financial management of risk, capitol management, financial structuring, etc.)	2	M		
	Demonstrates the ability to formulate and manage a set of consolidated financial accounts across a PS Business	2	C		
Monitor and control a project	Registers project	5	C		
	Establishes project administration and controls	5	C		
	Requests and allocates project resources	2	M		
	Manages project resources	2	M		
	Establishes project configuration management	5	C		
	Performs project configuration management	5	C		
	Independently manages a project	2	M		
	Maintains project risk, issue, action, change and decision administration	4	C		
	Manages project risks, issues, actions, changes and decisions	2	M		
	Displays results orientation	5	C		
	Analyses and solves problems	5	C		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Ensures accurate project information	5	C		
	Performs project logistics	3	H		
	Manages project meeting logistics	3	H		
	Manages project meetings (Site Meetings)***	3	M		
	Performs project reviews as per scope***	3	H		
	Closes project administration	5	C		
Manage project communication and documentation	Captures and report project status	4	C		
	Communicates clearly with internal and external clients	5	C		
	Drafts and communicates meeting minutes (Site diary)***	3	H		
	Presents information clearly	5	C		
Act as corporate citizen	Is able to establish and maintain interpersonal relationships across a broad range of personality types	4	H		
	Establishes alliances	3	H		
	Builds client relationships and networking, ensuring results are achieved and clients expectations are met	4	C		
	Demonstrates high ethics and adherence to DD and Plessey values	5	C		
	Develops individuals into a team	3	C		
	Demonstrates personal motivation and a positive attitude	5	C		
Ensure personal growth and development	Displays learning orientation	4	H		
Ensure client satisfaction	Is presentable	5	C		
	Displays service orientation	4	C		
	Demonstrates persuading, negotiating and influencing skills	2	M		
	Acts as an entrepreneur	3	H		

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Displays business acumen	3	H		
Act as leader in required situations	Coaches and develops others	4	C		
	Demonstrates delegation skills specifically concerning task assignments	3	C		
	Demonstrates leadership skills	5	C		
	Demonstrates proactive management	3	C		
	Demonstrates resilience	4	H		
	Copes under pressure	5	C		
	Motivates team members	4	C		
	Analyses and solves problems	3	C		
	Demonstrates stakeholder management skills	3	H		
Demonstrate an understanding of required methodologies	Demonstrates expertise and specialist project management knowledge	2	M		
	Demonstrates an understanding and application of client specifications***	2	M		
	Demonstrates an understanding of industry methodologies and knowledge e.g. PMBoK, Prince2	1	M		
	Contributes to the improvement of internal systems, services and processes	5	C		
	Contributes to the implementation of improvements to internal systems, services and processes	5	C		
	Demonstrates creativity and innovation	3	C		

Specialisation Roles

RPL: Required Competence Proficiency Level

CWI: Competency Weigh Indicator

SCI: Scarce Competency Indicator

CVI: Competency Viability Indicator

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
Understand and use relevant technologies	Works efficiently and effectively with SAP Financial Module	4	C		
Execute PMO Finance & Admin processes	Maintains SAP/ERP Project Structure through WBS life cycle as per PSOM requirements	3	C		
	Ensures project administrators are trained and empowered and can execute excellently with little to no assistance	3	C		
	Ensures PMO report packs are timely, dependable, correct and complete	3	C		
	Ensure payments and invoicing documentation is accurate and submitted as per finance deadlines	3	C		
Execute PMO Logistic processes	Tracks, maintains and communicates materials purchasing process from MRP to delivery	n/a			
	Ensures product transport is proactively planned, efficient and cost effective and to secure on time product distribution at the lowest costs	n/a			
	Maintains and monitors stock levels in order to secure project delivery milestones are met, stock levels move regularly and stock levels are cost effective	n/a			
	Ensures all material movements have an accurate, updated recon which meets or exceeds customer and project managers expectation	n/a			
Define and execute strategy	Formulates and gets sign off for strategy	n/a			
	Executes strategy	n/a			
	Delivers strategy execution progress reports	n/a			
	Learns and Researches	n/a			

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Displays creativity and innovation	n/a			
	Thinks strategically	n/a			
Manage office	Maintains relationship with building agent	n/a			
	Ensures office accessibility and security	n/a			
	Arranges and manages office layout	n/a			
	Secures office supplies availability	n/a			
Manage People and Teams	Inventorises required organisational capabilities and people competencies	n/a			
	Assesses available organisational capabilities and people competencies	n/a			
	Plans closing required vs available capabilities and competencies gap	n/a			
	Recruits employees and contractors	n/a			
	Induces employees and contractors	n/a			
	Plans and executes performance appraisals with employees	n/a			
	Plans and executes career, learning and development meetings with employees	n/a			
	Manages employee rewards	n/a			
	Executes employee retention plans	n/a			
	Leads and manages people	n/a			
	Coaches and develops	n/a			
Manage Finances	Compiles budget proposal	n/a			
	Gets budget sign off	n/a			

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Manages budget vs actuals	n/a			
	Adheres to financial recording and reporting standards, contols and policies	n/a			
	Delivers timely, dependable, correct and complete finacial reports	n/a			
	Ensures working capital and financial liquidity	n/a			
Manage Operations	Acheive planned financial goals in sense of revenues, expenses, margins, overheads, assets and liabilities	n/a			
	Plan operations	n/a			
	Organises operations	n/a			
	Controls operations	n/a			
	Manage work in progress	n/a			
	Delivers operations progress reports	n/a			
	Manage logistics and stock	n/a			
	Interfaces with other internal units and external parties	n/a			
	Manages stakeholders	n/a			
	Manages escalations	n/a			
	Ensures operations response to a requests is timely and effective	n/a			
	Manages required certification and accriditation levels effectively	n/a			
	Decides and initiates action	n/a			
	Initiates and manages organisational change	n/a			
	Communicates clearly and sufficiently	n/a			
	Plans and Organises	n/a			

Roles /Responsibilities	Competencies per Role	RCL	CWI	SCI	CVI
	Adapts and Responds to Change	n/a			
	Is resilient and copes with pressures	n/a			
	Possesses business acumen and acts as an entrepreneur	n/a			
Manage ICT infrastructure	Inventorises office ICT infrastructure requirements	n/a			
	Assesses office ICT infrastructure availability	n/a			
	Arranges and manages office ICT infrastructure adaptations, deployment, operations and support	n/a			
	Manages ICT infrastructure access, security and authorisation levels	n/a			
Sell solution or service	Gathers information	n/a			
	Presents and communicates information	n/a			
	Builds client relationships and networks	n/a			
	Is creative and innovates	n/a			
	Persuades, negotiates and influences	n/a			
	Possesses Business Accumen and acts as an entrepreneur	n/a			
	Is results orientated and meets client expectations	n/a			
	Gets sales order	n/a			