

## Job Title

# Project Portfolio Manager

## POSITION OBJECTIVE

The Project Portfolio Manager heads the Project Management Office (PMO), contributing to MSF Canada's goal of ensuring that by 2024, through robust project and change management support and via structures that promote cross-departmental collaboration, staff will feel empowered, inspired, supported, and resourced to translate ideas into projects and to work collectively to improve MSF Canada's impact on our social mission.

The Project Portfolio Manager ensures the outcomes of the MSF Canada project portfolio by supporting the achievement of the 5-year strategic plan goals and annual plan objectives through the best possible coordination of resources to deliver maximum value and benefit to MSF Canada. The tools and support offered by the Project Portfolio Manager and the PMO improve the employee experience for project managers, project sponsors, and stakeholders by creating a consistent and commonly understood project governance process.

The PMO structure provides increased accessibility to coaching and networking within MSF Canada as it relates to projects, and ensures important stakeholders are adequately consulted and considered prior to project approval. The primary objective is to improve efficiency and effectiveness by ensuring resources are carefully estimated in budget and HR planning, by improving the success of projects both in implementation and post-implementation, and by ensuring that projects that fail, fail fast.

## Key Responsibilities

- Oversee the implementation of MSF Canada's portfolio of projects to ensure successful execution of individual project plans and concurrent achievement of project related organizational objectives across the project portfolio
- Advise MSF Canada, within its organizational performance management system, on how to optimize investments in projects as a means to achieving annual targets and Strategic Plan goals
- Establish and monitor project management standards, best practices, governance and KPIs, to produce consistent processes, efficient workflows, and optimal project results
- Use data analytics to assess risks, opportunities, sustainability, financial and long-term impacts on the organization, in order to determine viability of individual projects and create sound project management strategies
- Provide subject-matter expertise and guidance to the Executive Director's Office and MSF Canada Management team members in the evaluation of project proposals
- Create optimization plans to ensure strategic alignment of projects, efficient use of resources, quality control of management elements, and maximum return on investment
- Ensure project teams are aware of inter-project/departments dependencies and plan/coordinate accordingly (re. timing, resources being used, impacts on stakeholder groups)
- Foster project management excellence: coach project teams to ensure adherence to guidelines, application of project management best practices, and delivery of impactful results; develop and deliver project management-related trainings to all staff

- Monitor the health of active projects; recommend and negotiate solutions to minimize risk of project failure and balance resources, including re-prioritizing projects based on strategic alignment, re-scoping, revising timing, avoiding staff burnout/over-capacity, particularly when there are dependencies
- Establish links between projects and MSF Canada policies/frameworks to enhance sustainability of project outcomes

### Technical Competencies

- **Data gathering and analysis (required):** Knowledge of data gathering and analysis tools, techniques, and processes; ability to use these to gather and analyze data on the learning needs of a target population
- **Business Analytics (would be considered an asset):** Knowledge of technologies, techniques, and practices for the evaluation of business performance data; ability to advise others on the relationship between financial, performance and operational data used in business analytics to justify and drive future business planning decisions
- **Business Process Design (would be considered an asset):** Knowledge of business process design techniques that encourage a critical, fresh look at key processes and focus on optimizing organizational performance; ability to apply this knowledge appropriately to diverse situations.

### Core Competencies

- **A Commitment to MSF's Principles;** Proficiency Level 1: Acts towards the fulfilment of MSF's Social Mission
- **Cross-cultural Awareness;** Proficiency Level 3: Demonstrates an integrating attitude
- **Analytical Thinking;** Proficiency Level 3: Identifies Complex Relationships
- **Results and Quality Orientation:** Proficiency Level 3: Improves performance and sets ambitious goals
- **Initiative and Innovation;** Proficiency Level 3: Looks ahead and creates opportunities for improvement within the MSF frame

### Knowledge and Experience

- Experience in project management leadership across multiple projects
- Experience training, coaching, and developing staff in project management methodology and best practices
- Experience in data collection and analysis
- Ability to use data analytics to optimize strategic planning, resource planning, resource allocation, workflows, efficiency, etc., across projects, and predict organizational outcomes
- Organizational change management experience is an asset

### Education, Certifications, and Languages

- English fluency is required
- Project Management certification is a strong asset

### Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required
- Hybrid working conditions with up to 60% remote work and in office work taking place at the MSF office in Toronto
- The office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor, task lamp and telephone
- Work requires long hours in front of a computer/laptop screen

### Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

## Job Information

**Position Level:** Individual contributor/Subject Matter Expert [with potential to manage project/ people as required]

**Department:** Executive Director's Office

**Position Status:** Permanent

**Activity Rate:** 100 % (37.5 hours/week)

**Location:** Toronto, ON

**Salary Grade:** Level D on the MSF Canada Salary Grid, \$86,079 per year

**Status:** Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

**Benefits:** Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' Vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), and a positive and innovative office culture grounded in our core values of humanity, integrity and results.