



A commercial property and casualty insurance, reinsurance and specialty lines underwriter.

[www.awac.com](http://www.awac.com)

Written applications with a detailed resumé should be sent in confidence to:

**Human Resources  
P.O. Box HM 3010  
Hamilton HM MX**

Or email:  
[hrbermuda@awac.com](mailto:hrbermuda@awac.com)

Applications should be received by:  
**Tuesday, June 21, 2011**

First preference will be given to Bermudians and spouses of Bermudians. No agencies please.

*Allied World Assurance Company, Ltd  
is an Equal Opportunity Employer*

## VP PROJECT MANAGEMENT OFFICE MANAGER

The main function of the Project Management Office (PMO) Manager is to support the Executive Steering Committee and the Chief Information Officer in organizing, prioritizing, planning, reporting, and delivering IT projects on time and within budget. In addition, the PMO Manager is responsible for the change control process in accordance with agreed budgets, procedures and time lines. The candidate will work closely with business stakeholders, technology teams and other supporting external parties through the various processes of major projects within the organization. The ideal candidate will have a proven delivery record having built a PMO and implementing the needed procedures as well as managing a PMO while supporting a global Insurance & Reinsurance company. In addition, the candidate must have demonstrated the creation of a cross-discipline project prioritization process that produces the optimal project portfolio considering resources and constraints across a global company.

### Responsibilities Include:

- Facilitate the project prioritization process, prioritizing IT projects based on changing functional needs, resource capacity constraints, risk exposure and interdependencies.
- Ensure IT project priorities are aligned with business strategy.
- Establish, refine and maintain corporate technology project management policies and procedures.
- Ensure these policies and procedures are based on industry best practice while remaining in accordance with relevant audit and compliance directives.
- Ensure adoption and implementation of project management methodology and oversee project management coaching.
- Devise and maintain a cross-discipline prioritization process that produces the optimal project portfolio considering resources and constraints across a global company.
- Manage the portfolio of IT projects for the enterprise.
- Communicate status of the IT project portfolio to the IT Steering Committee and key business stakeholders.
- Monitor project management metrics to inform decisions that maximize returns across the IT portfolio.
- Monitor delivery of project objectives and stakeholder experience.

### Education, Skills and Experience:

*The successful applicant will preferably have the following:*

- University Degree and PMP Certification required
- Minimum 10 years experience in project management and 5 years managing a PMO with Insurance/Reinsurance experience.
- Hands-on experience in project/portfolio resource planning, reporting and prioritization
- Experience managing large project teams within IT as well as projects involving external providers.
- Excellent problem solving skills
- Intimate knowledge of the P&C Insurance and Reinsurance business
- Experience in managing direct reports in multi-national offices
- Excellent interpersonal and communication skills and proven ability to work effectively with all organizational levels