

This document describes a *virtual* job position the students of PMSS'24 can apply to. They are invited to submit their CV, with a cover letter, in .pdf form to [camilla.broggini@unibo.it](mailto:camilla.broggini@unibo.it) before or on March 20, 12 pm.

Subject of the email: "PMSS – CV Contest"

The name of the two attached files should be:

UI\_CV

UI\_Cover

where UI is the student's Unique Identifier assigned. For example: 2403\_CV.pdf and 2403\_Cover.pdf.

The body of the email must clarify whether you are applying for:

- a) this virtual job position
- b) the real internship opportunity (see other file for the job description)

In both cases, the CV and cover letter will be considered for the CV contest.

## Associate Project Manager

### Line of service

Advisory

### Grade

Associate

### Specialism

Programme and Project Management

### Industry

Different positions in Telecommunication Industry, Financial Services, Automotive and Energy sector. When you apply please include in the cover letter the Industry(ies) you are applying for.

### Position type

Full Time

### Job ID

123456

### Job description

#### About us

Organisations are always undertaking change, and this can involve technology, people and processes. This can include to help deliver strategic objectives (e.g. to grow and acquire new business), to address issues or operational inefficiencies, to manage market and economic change or to meet increasing regulatory challenges and requirements.

When delivering change organisations need to consider three key questions: (i) are they delivering the right change, (ii) is it being successfully delivered, and (iii) will the change be sustainable. Underpinning this, organisations also need to ensure that the projects and programmes through which they will deliver this change, and the infrastructure that surrounds this, are set up and operating effectively.

Our team works across the sectors above to help with these challenges. We provide assurance and advisory services which include:

- Programme management and assurance
- PMO support

- Project / programme delivery support
- Programme / Portfolio and change SME advice and support
- Strategy and transformation planning

### **About the role**

The role holder will be an Associate in our team and will have responsibility for delivering the range of assurance and advisory services that we provide.

This will include involvement in the planning, managing and delivery of a portfolio projects and programmes, working directly with internal and external stakeholders.

As an Associate, it will be expected that you will work as part of client teams, but also be able to work as an individual. You will have responsibilities for working directly with Managers.

### **Responsibilities**

- Providing Project and Programme Management support to the company in every change
- Taking responsibility for fieldwork
- Exposure to current thinking around specialist areas, e.g. with regard to regulatory compliance or business technology;
- Exposure to current thinking around best practices and industry standards for project management and project risk;

### **Essential skills:**

- Study related to the industry sector chosen above;
- Study knowledge of management and delivery of projects / programmes and/or in the development and running of PMOs;
- Ability to quickly understand and apply knowledge of specific technical requirements associated with common project deliverables, e.g. technology implementations and regulatory change.
- Good understanding of common business processes;
- Strong project management, analytical skills and organisational abilities;
- Good understanding of key project risks and risk management activities;
- Focused and initiative driven with an ability to build strong relationships;
- Ability to communicate clearly with colleagues at all levels, and exemplary report writing skills;
- A proactive approach to problem-solving and delivering solutions, alongside the integrity and courage to challenge the status quo;
- Skills in people management and leading teams;
- Well-developed listening and questioning techniques;
- Strong desire for continuous improvement and self-development.
- Prepared to travel in Europe and, to a lesser extent overseas, and to work to tight deadlines, when necessary;
- A breadth of experiences that enables you to hold broad business conversations and articulate complex issues to clients in a manner that is clear and unambiguous.

### **Desirable skills:**

- PRINCE2, MSP or Agile/Scrum knowledge and/or certification;
- ACA (or equivalent) fully or part qualified or CIMA qualified; and/or IIA or CISA qualified;

- Understanding of the key principles around risk management;
- Experience in evaluating and performing risk assessments and risk management practices at a task and organisation level.

Location

Milan