

Program Manager (Agile PMO)

Aviva India, a subsidiary of the global Aviva group, is a dynamic and growing player in the Indian insurance market. We offer diverse insurance and financial solutions, emphasize innovation, and prioritize sustainability.

As a Program Manager (PMO), you will play a pivotal role in ensuring the smooth and efficient planning & tracking of projects. You will be responsible for a range of activities to facilitate agile project management, project governance, and scrum methodologies. Your proficiency in using JIRA or similar tools will be critical to your success in this role.

**Key Responsibilities**

* Agile Project Management and Governance:
	+ Maintain centralised book of work and their respective priorities.
	+ Implement agile methodologies and best practices for project management.
	+ Provide guidance and support to project teams in adhering to agile principles.
	+ Ensure compliance with project governance standards and procedures.
* Project Status Collection and Progress Reporting:
	+ Collect and analyze project status data to assess progress and identify potential issues.
	+ Create progress reports and communicate them to stakeholders.
* Capacity Planning:
	+ Plan capacity for the entire technology function
	+ Collaborate with project managers to forecast resource requirements.
	+ Optimize resource allocation to maximize project efficiency.
* Budget Planning and Tracking:
	+ Assist in the creation of project budgets.
	+ Monitor project spending and track budget adherence.
* Tool Proficiency:
	+ Utilize JIRA or similar project management tools to accomplish most of the above tasks.

**Qualifications & Experience**

* Scrum Master certification is required.
* Proven experience of 7+ years in agile Program management, preferably in a PMO role.
* Proficiency in JIRA or similar project management tools.
* Strong organizational and analytical skills.
* Excellent communication and interpersonal abilities.
* Capacity to manage multiple projects simultaneously.
* Detail-oriented with a focus on accuracy.

**Location: Gurgaon**

**Why Aviva**

* Dynamic and collaborative team in a supportive and innovative work environment.
* Opportunities for professional growth and development.
* Competitive compensation and benefits package.
* Be a part of shaping the future of insurance in India.

If you are a dedicated and experienced Project Management Office Specialist with a passion for agile project management, we encourage you to apply. Help us drive our projects to success and be a part of our growing team at Aviva.