



JOB POSTING

Project Management Coordinator – # 991971.1 PEA Term Start Date 2/11/2019; End Date 1/29/2021 University of Victoria & Ocean Networks Canada

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is a not-for-profit society that operates and manages innovative cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean, and Arctic environments. ONC's cable arrays host hundreds of sensors distributed in, on, and above the seabed along with mobile and land based assets strategically located, and instruments that address key scientific and policy issues (subsea earthquakes and tsunamis, ocean acidification, marine biodiversity, etc.) within a wide range of environments.

The Project Management Office (PMO) provides project support services to ONC projects utilizing internationally recognized standards and guidelines on project management to ensure projects are delivered on time, on budget, of high quality, and in compliance with project and contract requirements. The Project Management staff utilizes an established project management methodology, software system, processes and templates to support the delivery of projects, serving as intermediaries between the client(s), stakeholders and the matrixed ONC project team. Project Management staff work closely with ONC's principal investigators to successfully deliver a variety of innovative, leading edge projects of varying size, complexity (e.g. nature and number of tasks involved), risk (e.g. financial, reputational), value (up to \$9M), and duration (1 to 5 years), with sometimes multiple and/or international clients and stakeholders (e.g. researchers, institutions, government departments and corporations).

REQUIRED EXPERIENCE & SKILLS:

- The successful candidate will have a minimum of an undergraduate degree in Business, Engineering, Computer Science, Marine Sciences or a related field.
- Three years' experience of successfully leading project teams from initiation to close.
- Experience should include a variety of multi-million dollar projects of high complexity and/or risk.
- Leadership of multidisciplinary project teams
- Management of budgetary and financial resources in project delivery.
- Developing reports for obtaining critical data and establishing and evaluating metrics
- Knowledge of Project Management principles and methodology
- Knowledge of financial accounting systems, principles and practices
- Proficient in MS Project, or other similar project management software, MS Office Suite of products, collaboration platforms etc.
- Knowledge of marine equipment and infrastructure

Equivalent combinations of education, training, and/or experience may be considered.

For a full job description and to apply for this position: Please submit your CV and cover letter outlining your qualifications to: <https://uvic.mua.hrdepartment.com/hr/ats/Posting/view/4588>. The deadline for applications is **February 3, 2019 at 4:00pm**.