

IT Program Manager Job Description

Duties and Responsibilities:

- Oversee the activities of the different project teams that are meant to work towards achieving a common purpose
- Make sure that project execution plans are established and executed
- Review and/or approve adjustments in project outlays
- Schedule and oversee meetings that have to do with IT projects
- Administer and manage annual budgets for the execution of different IT projects
- Make sure that whatever IT project being executed is carried out according to required standards
- Assign duties and areas of authority to different IT project managers
- Monitor and evaluate the performances of different project managers and their teams
- Oversee the recruitment of required qualified persons that will work in each project team.

IT Program Manager Requirements – Skills, Knowledge, and Abilities

- Must be able to communicate fluently and clearly too
- Excellent interpersonal and people skills are a must-have attribute for this role
- Must have good leadership qualities at all times
- Strong ability to work within a team setting and excel
- Good coordinating and organizational abilities
- Ability to prioritize and display a high level of adaptability/flexibility while handling job responsibilities
- Good decision-making ability is needed too
- A degree in Computer Science or any related field of study is required
- Possess a solid background in IT project management
- Relevant work experience in a similar role.