

Job Title: Project & portfolio manager

Location: 1030 Brussels.

Employer: Network Mining NV (www.networkmining.com)

Description

Network Mining is a Belgium based independent software vendor. The company offers software and services to telecommunications service providers. The offering is based on in-house developed solutions. The company was founded in 2004 and is owned by its management team.

In order to organize its delivery of customer projects, Network Mining has opened a position for a project & portfolio manager. The key responsibilities include the following:

- Propose a project management framework that is appropriate for the company and get endorsement from all stakeholders.
- Implement the framework, including the required processes and tools.
- Fold the existing customer delivery projects into the framework and set up new projects as needed.
- Quantify and negotiate the resources required by the projects with the other stakeholders (mainly engineering and customer support).
- Participate in customer meetings for negotiation of project delivery schedules.
- Provide hands-on support for certain project tasks that do not require in-depth technical expertise (e.g. supporting the implementation of Microsoft Windows™ based web applications and servers).
- Manage the customer delivery projects on a daily basis i.e. own the customer delivery dates and manage the project risk.
- Manage the portfolio of customer delivery projects and implement a reporting system for the weekly planning meetings.

The position will report to the CEO of the company and be a peer of the other functional managers. Depending on the interests and skills of the candidate, this position can evolve into a technical role within the development team, an analyst role with customers or a pre-sales position.

Qualifications and past experience

- 1-2 years experience with the implementation and execution of project management methodologies in a small scale IT development organization. Prior experience as a developer is a plus.
- Ability to translate the commercial and technical requirements of customer projects into reliable and manageable project plans.
- Good negotiator and communicator, including the ability to identify project risks that are not clearly spelled out by the project team members.
- Interest in the telecommunications service provider industry. Past exposure to this industry and basic knowledge of carrier technologies (optical transport, IP) is a plus but not mandatory.
- Hands-on mentality and willingness to fill in the gaps during the delivery of customer projects.
- Languages: English is the working language of the company and a good working knowledge of English is mandatory. Other languages, in particular Dutch or French are a plus.

To apply, please send your CV to nico.wauters@networkmining.com. No letter of motivation is required but please make sure that your CV addresses clearly your past experiences that matter to this position.