

## Lead, Project Manager

Job ID: 201908-125151

### Job Function

IT Portfolio and Project Management

### Location

Petaling Jaya  
Selangor  
Malaysia

### Schedule

Full time

### Job type

Regular

### Company/Division

Pharmaceuticals

### Job Level

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## The Position

### Purpose and Mission

Responsible for establishing and driving end to end strategic project assuring the project delivery is on time, on budget whilst meeting the agreed business value and requirements.

Project Manager is responsible of determining project scope and business requirements, define the project strategy approach, plan and manage the project effectively as per agreed with key stakeholders.

This role is delivery focused and driving agile IT service transition project in KL

### Dimensions

- Project will involve both local and virtual project resources, stakeholders in different location and time zones.
- Working with Roche IT Solution Centre leadership team
- Follow Roche project delivery framework and methodologies

### Challenges

- Ability to apply structured/agile project management approach to manage complex delivery challenges and influencing skill to drive positive change management and successful service transition outcome
- Ability to demonstrate strategic thinking with strong analytical ability

- Able to guide and coach project resources to drive delivery commitment and best practices of project management
- Strong risk assessment and management
- Possess diversity & inclusiveness mindset, able to work independently in multicultural and global solution center setup
- Proven ability to prioritise works, multitasking and flexible

## Responsibilities

- **Project Scope Management** – Setup robust project governance structure, define project scope and key objectives in collaboration with Transformation Programme manager and project steering committees. Communicate project goals, expected business benefits, schedule baselines and service transition strategy approach to all identified stakeholders.
- **Project Stakeholder / Communication Management** - Identify all relevant project stakeholders. Drive active and effective communication plan for all level of stakeholders includes senior stakeholder engagement related to project status update, continuously building business confidence throughout project delivery.
- **Project Delivery** - Deliver the end to end project on time within the approved budget, meeting agreed quality and expected business benefits as defined in project baseline. Assure controlled and documented change management is in place throughout project delivery.
- **Project Risk, Assumption, Issue and Dependency (RAID) Management** – Actively and effectively managing risks, assumptions, issues and dependencies (RAID) by carefully assessing potential impacts in collaboration with project teams and dependencies. To propose appropriate mitigation actions and risk acceptance (where applicable) following direction from steering committee.
- **Project Planning, Tracking, Control and Dashboard Reporting** - Create baseline project schedules and track the completion of project deliverables, tasks, activities and milestones. Work with business analyst to ensure timely and accurate reporting on project scope, schedule, cost and resources, as well as project risks, issues, action items, and dependencies.
- **Team Building and Leadership** - Organize and drive delivery commitment from all project resources and actively manage the resolution of any conflicts within the project team.
- **Compliance** – Directly accountable for ensuring compliance matters within transformation project management include legal policies and guidelines, process tools and reporting standards. These norms will include all qualification/validation state documentation, project documentation and resource forecasting/tracking, financial forecasting/tracking and project governance procedures.

## Who We Are

A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 40 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. Genentech has multiple therapies on the market for cancer & other serious illnesses. Please take this opportunity to learn about Genentech where we believe that our employees are our most important asset & are dedicated to remaining a great place to work.

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