

Gradworks Internship Number: 491

Company Name: SaskPower
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: January 74, 2010 by 4:00 PM
Start Date: February 16, 2010
End Date: February 15, 2011

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Internship Information – SaskPower Project Leader

The Project Leader will deliver effective, efficient, and confidential support of the Portfolio Management Office team by providing and enabling clear, accurate and detailed reporting of the portfolio of PMO projects to senior and executive levels of management to facilitate decision making on programs/projects.

Responsibilities:

- Administer professional and standardized project documents; project management software tools; and processes; in consultation with the Portfolio Management Office managerial team.
- Following Project Management and related best practices creates and customizes functions, methods, processes and templates to evolve the project management methodologies in collaboration with the Portfolio Management Office managerial team.
- Guidance and support to PMO project stakeholders regarding Portfolio Management Office practices and procedures.
- With Project Managers with administrative support to enable them to complete project management activities for efficient project delivery.
- Providing portfolio/programs/projects with monitoring and controlling support required to meet time, scope, budget and quality objectives.
- Provides scribe function for all PMO meetings and maintains a register of regular meeting minutes and actions (core team, steering team, management team, status meeting, go/no go, etc.).
- Tracks project financials and maintain project budgets in collaboration with project managers for reporting burn rates and budget forecasts to senior and executive management.
- Provides change management support to project managers including request documentation and repository of formal authorizations.
- Maintains end to end project schedule (in MS Project and / or other tools), work breakdown structure and resource plans.
- Support for project logistics including meetings, rooms, travel, training events, demos, etc.
- Participates in development of regular status reports and maintains the PMO project dashboard.
- Amalgamates and distributes process and requirements deliverable updates.
- Administers the project team rooms and updates the team room template structure and documents.
- Participates in the development of ad hoc deliverables (reports, presentations, etc.) as required.

Qualifications:

Degree in Administration, English, or business related discipline or Certificate in Business Administration with some experience in project administration.

- Demonstrated proficiency with personal computers and software applications related to administration and Project Management, specifically MS Word, MS Project, Excel and MS PowerPoint.
- Superior planning, time management and organizational skills in order to meet project deadlines.
- Excellent interpersonal & communications skills, demonstrated ability to write clear, concise project memos, reports and presentations.
- Demonstrated ability to analyze data and identify impacts to project scope, time, cost and quality.
- Ability to succeed in a continually changing environment by keeping current with project management best practices and project tools.
- Previous exposure to SAP and Lotus Notes an asset.
- Familiarity with Project Management Body of Knowledge (PMBOK) an asset.
- Limited extra work outside of normal business hours or travel may be required in order to meet project deadlines/ client demands.

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references. **Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

Contact Information:

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Website: www.gradworks.ca