JOB DESCRIPTION

Job Title:	Manager, PMO & Performance	**Position Number:**	95-22
Incumbent:	Vacant	**Effective Date:**	November 2026
Status:	Permanent	**Pay Level:**	
Bargaining Unit:	**Yes** ___ **No** X	**Department:**	Engineering & Capital Projects
Supervisor's Title:	Director, Capital Projects	**Direct Reports:**	Jr. Project Manager x 1

POSITION SUMMARY

Under the direction of the Director, Capital Projects, the Manager, PMO & Performance is responsible for establishing, implementing, and continuously improving Yukon Energy Corporation's corporate Project Management Framework (PMF), promoting consistent project management practices, governance, standards, and controls across YEC departments.

The position leads the implementation of scalable project management processes, including project initiation, business cases, stage-gate reviews, approval processes, project management plans, and controls tailored to project size, complexity, and risk.

The Manager oversees capital project performance reporting, including budgets, schedules, forecasts, and risks, providing insights to support informed decision-making and continuous improvement.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Project Management Office & Governance

- Manages Yukon Energy's Project Management Office (PMO), including the development, implementation, and continuous improvement of the corporate Project Management Framework, governance processes, standards, tools, and templates across applicable YEC departments, under the guidance of the Director, Capital Projects, and subject to the Director's approval of key governance standards and processes.
- Establishes and maintains consistent project controls practices, including cost management, scheduling, risk management, change control, and forecasting, while identifying performance gaps and recommending corrective actions.

Portfolio Performance & Reporting

- Develops and oversees capital portfolio performance reporting, including dashboards, project performance metrics, budgets, schedules, forecasts, and risks. Leads the development of executive and Board of Directors reporting, providing insights and recommendations to support informed decision-making.
- Analyzes capital portfolio performance to identify emerging risks, delivery challenges, trends, and opportunities for improvement, while providing guidance to Project Managers on approved governance and reporting requirements.

Project Delivery & Collaboration

- Supports the Director, Capital Projects in implementing approved capital program priorities, coordinating internal and external resources, including oversight of assigned external Project Managers and consultants, and monitoring portfolio performance in alignment with corporate objectives.
- Leads and oversees assigned projects and strategic initiatives, working with internal teams, external Project Managers, and consultants, within delegated authority to ensure delivery against approved scope, schedule, budget, quality, and safety objectives.
- Collaborates across all YEC departments and with internal and external stakeholders to promote teamwork, consistent project management practices, and effective delivery of Yukon Energy's capital investment program.

Other Responsibilities

- Ensures compliance with applicable legislation, regulations, industry standards, and Yukon Energy policies, procedures, and safety requirements.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, EDUCATION & EXPERIENCE

Required Qualifications

- Bachelor's degree in Engineering (including Industrial Engineering), Business Administration, Finance, Project Management, Construction Management, or a related discipline. An equivalent combination of education and experience may be considered.
- Project Management Professional (PMP) designation, or an equivalent recognized project management certification.
- Minimum 7 years of progressive experience in project management, project controls, PMO operations, or capital portfolio management, preferably within the utility, energy, construction, or infrastructure sectors.
- Leadership experience supervising, mentoring, or coordinating project management staff and multidisciplinary teams.

Assets

- Professional Engineer (P.Eng.) designation, Master of Business Administration (MBA), or a recognized program or portfolio management certification.
- Knowledge of utility operations, asset management, and regulated capital project environments.

Knowledge, Skills and Abilities

- Strong knowledge of project management principles, methodologies, and governance practices, including familiarity with the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) Guide and recognized industry best practices.
- Demonstrated experience in capital portfolio performance monitoring, including project budgets, schedules, forecasting, risk management, change control, and project reporting.
- Experience developing, implementing, or improving project management frameworks, project controls, processes, tools, and performance reporting systems.

- Strong analytical, communication, and stakeholder engagement skills, with the ability to prepare and present portfolio performance reports, dashboards, and recommendations to senior management and executive leadership.
- Proficiency in Microsoft 365 applications, project management and scheduling software, and reporting tools.

General Competencies

- **Leadership:** Ability to demonstrate strong leadership, mentorship, and team-building, fostering accountability, collaboration, and continuous improvement.
- **Planning and Organization:** Ability to manage competing priorities and exercise sound judgment, using strong planning, organizational, analytical, and problem-solving skills.
- **Relationship Building:** Ability to build and maintain effective working relationships through strong interpersonal, negotiation, and collaboration skills.
- **Communication:** Ability to communicate effectively with diverse internal and external stakeholders, adapting communication to the audience and presenting complex information clearly and concisely.

WORKING CONDITIONS

The majority of work is performed in an office environment. Occasional travel throughout Yukon may be required to support project oversight, portfolio performance monitoring, and stakeholder engagement, including visits to construction sites, generation facilities, substations, transmission infrastructure, and other project locations. Site visits may involve exposure to active construction activities, operating utility facilities, and varying northern weather conditions.