

Job Title: PMO – Solar Projects

Location: Khadki, Pune

Department: Project Management Office

Reports To: Head – COO

Position Summary:

The PMO (Project Management Office) role in the solar sector is responsible for ensuring smooth execution, governance, monitoring, and reporting of solar projects across their lifecycle. This position works closely with project managers, engineering, procurement, construction, finance, and other stakeholders to ensure that solar projects are delivered on time, within budget, and as per quality and safety standards.

Key Responsibilities:

1. Project Governance & Planning

- Establish and maintain project governance frameworks, methodologies, and templates for solar projects.
- Support project managers in creating detailed project execution plans (scope, schedule, cost, and quality).
- Monitor compliance with company policies, industry regulations, and environmental standards.

2. Monitoring & Reporting

- Track project progress against milestones and key performance indicators (KPIs).
- Prepare and circulate project status reports (weekly, monthly, quarterly) for management and clients.
- Identify project risks, issues, and dependencies; maintain and update the risk register.

3. Coordination & Communication

- Facilitate cross-functional coordination among engineering, procurement, logistics, construction, commissioning, and O&M teams.
- Organize and document project review meetings with internal and external stakeholders.

- Act as a single point of contact for project reporting and updates.

4. Documentation & Data Management

- Maintain accurate project documentation, drawings, contracts, and compliance records.
- Ensure adherence to document control procedures for solar project files.

5. Process Improvement

- Identify bottlenecks and suggest process improvements for faster project delivery.
- Implement lessons learned and best practices from completed projects into new initiatives.

Qualifications & Skills:

Education:

- Bachelor's degree in Engineering (Electrical, Mechanical, Renewable Energy, or related field).
- PMP / PRINCE2 / Lean Six Sigma certification preferred.

Experience:

- 10+ years of experience in project management or PMO roles, preferably in the solar or renewable energy sector.
- Experience in utility-scale solar projects is a strong advantage.

Skills & Competencies:

- Strong understanding of solar project lifecycles (development, EPC, commissioning, O&M).
- Proficiency in MS Project, Primavera P6, or similar scheduling tools.
- Strong data analysis, reporting, and presentation skills.
- Excellent communication and stakeholder management skills.
- Ability to handle multiple projects simultaneously under tight deadlines.