



Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

Portfolio Manager No. of vacancies: 1

Job Purpose

- The Portfolio Manager owns project delivery across the firm's entire portfolio — everything about whether work gets done on time and on budget. This sits alongside, and in constant coordination with, the Technical Director, who owns whether the work is right.
- The role has direct oversight of the PMO, giving visibility and control across all projects, including the 5+ flagship major projects and the wider book of minor projects.

Minimum Education Qualification:

- Degree in relevant engineering, construction, architecture, or business discipline; PMP, PRINCE2, or equivalent project management certification is an advantage.
- Minimum 10–15 years' industry experience, including at least 5 years managing a multi-project portfolio in a consultancy or similar professional services environment.
- Demonstrated experience running a PMO or equivalent portfolio-management function.
- Experience managing resourcing conflicts in a matrix organization, ideally spanning multiple technical disciplines.

Key Responsibilities:

PMO & Portfolio Oversight

- Direct line management of the Project Directors, and through them, visibility into every major and minor project manager's status, budget, and risk position.
- Set portfolio-level delivery priorities when projects compete for the same people, budget, or deadlines — deciding which of the 5+ major projects gets priority attention under pressure.
- Review project controls output (cost tracking, risk registers, status reporting) rolling up from the PMO and escalate material issues to the Managing Director.

Resourcing & Capacity Planning

- Own the delivery side of the firm's matrix structure: negotiate with the Technical Director when portfolio demand for structural, MEP, architecture, QS, interior, or landscape staff exceeds available capacity.
- Track utilization across the firm and flag when it's time to hire, subcontract, or push back on new work commitments.
- Provide realistic delivery-capacity input into the sales pipeline so Business Development doesn't commit the firm beyond what delivery can support.

Delivery Process & Systems

- Standardize how projects are run: project setup, gate reviews, templates, and close-out procedures, so delivery quality doesn't depend entirely on which PM is running a given job.
- Own the project management tooling used day to day — scheduling, budgeting, and document control systems.
- Drive continuous improvement in delivery processes based on lessons learned across the portfolio.

Client Delivery Accountability

- Act as the internal escalation point for schedule, resourcing, or communication issues on active



projects.

- Support Project Managers on the largest or highest-risk projects directly, stepping in where client relationships need senior delivery-side attention.

Support Functions

- At this size, general operations functions — IT, document control, and office administration — commonly sit under this role even without dedicated separate director-level seats.

Skills & Attributes

- Strong operational and financial literacy — comfortable reading project P&Ls, utilization data, and portfolio risk reports.
- Skilled negotiator, particularly in resolving conflicts.
- Process-oriented, with the discipline to standardize delivery practices across a firm where individual PMs may otherwise run projects very differently.
- Calm under pressure when client-facing delivery issues surface.
- Comfortable managing both people (PMO Lead, support functions) and systems (PM tooling, reporting cadence).

Salary and Benefits:

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Benefits and Entitlements standard as per Employment Law
- Staff Development Trainings

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **10th October 2026** to hr@riyan.com.mv

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