



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Technology Projects and Programs Manager

Posting Number: V-209-25

Department: Corporate & Finance Services **Branch:** Information Technology Services

Location: City Hall

Posting Start Date: 2025/09/08 **Posting End Date:** 2025/09/21 by 4:30p.m.

Group: Exempt **Salary Grade:** P-\$107,588 - \$126,575

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Job Description

Reporting to the Digital Adoption and Transformation Manager, the Technology Projects and Programs Manager will lead the development and implementation of project management capabilities across the organization. This role is responsible for overall project tracking across the ITS portfolio and may also act as project manager on several key strategic and transformational projects.

Responsibilities:

- Design and implement project management standards, templates, and best practices
- Lead the configuration and rollout of project management tools such as Microsoft Project Web App (PWA) or equivalent
- Develop training materials and conduct workshops to onboard teams to new tools and processes

- Create and manage a centralized project intake process to evaluate new project requests
- Develop and maintain a project scoring model to assess strategic alignment, ROI, risk, and resource requirements
- Facilitate prioritization workshops with stakeholders to align project selection with business goals
- Oversee a portfolio of technology projects, ensuring strategic alignment and monitor project performance, risks, and dependencies
- Monitor and evaluate vendor performance and escalate issues to City Management as required
- Coordinate vendor support and maintenance
- Collaborate with cross-functional teams and senior leadership to support project performance and strategic goals
- Support change management and continuous improvement initiatives
- Perform other duties as assigned
- Support and demonstrate the City of Oshawa's core values of Authenticity, Courage, and Trust

Requirements:

- Knowledge and skills normally associated with completion of a four (4) year university degree in Information Technology, Business Administration, or related field (master's degree is preferred), plus a minimum of seven (7) years of experience in project/program management, including at least three (3) years in a leadership role. An equivalent combination of education and experience
- Project management certification in PMP, PgMP, or PMI-ACP
- Demonstrated success in establishing project management frameworks, tools, and governance in a technology-driven environment
- Experience managing enterprise-level portfolios, oversight of technology focused portfolio, and proven track record of success in delivery of business and technology projects
- Proficiency in Microsoft Project Web App (PWA), Project Online, Power BI, SharePoint, and Microsoft 365
- Familiarity with project and portfolio management (PPM) tools such as Smartsheet, Jira, Asana, or ServiceNow
- Strong understanding of IT systems, software development lifecycle (SDLC), and cloud technologies
- Excellent problem-solving, communication, and interpersonal skills
- Ability to manage multiple projects and priorities in a municipal or public sector environment
- Skilled in resource planning, budgeting, and financial tracking for large-scale programs
- ITIL Foundation or other service management certifications is preferred
- Lean Six Sigma (Green Belt or higher) is an asset
- Knowledge of Change Management frameworks and or Prosci Change Management certification is preferred

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

What the City Offers:

- Competitive salary
- Comprehensive benefits package
- Pension (OMERS)
- Professional development opportunities and/or education reimbursement
- Paid professional association membership for certification maintenance
- Free on-site parking
- Hybrid work
- Employee perks and wellness programming

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.