



## **Internship in Reiwa Program Management Office Governance 80-100% (f/m/d)**

**Hitachi ABB Power Grids is a pioneering technology leader that is helping to increase access to affordable, reliable, sustainable and modern energy for all. We help to power your home, keep the factories running, and our hospitals and schools open. Come as you are and prepare to get better as you learn from others. Bring your passion, bring your energy, and plug into a team that appreciates a simple truth: Diversity + Collaboration = Great Innovation**

Reiwa is a transformation program to build the new enterprise resource planning (ERP) solution for Hitachi ABB Power Grids. It is a strategic, global and highly complex business transformation program to design and implement a harmonized core and common business processes, enabled by a scalable and flexible state-of-the-art ERP-solution across Power Grids. We are looking for a strong candidate for the position of the Project Management Office (PMO) Operations – Intern for the Reiwa program supporting the global PMO activities in Zürich, Oerlikon.

The Reiwa PMO Governance - Intern will be responsible to support the PMO Governance Team in the global PMO of the Reiwa program. The mission of the team is to ensure program governance, process and operations are efficient and effective in supporting the Reiwa program. The PMO Governance team in Zürich will develop, monitor and measure operational efficiency. Relentless focus and attention on process and continuous improvements is the way of workings in the team and it will be essential and critical in order to meet the required operational efficiency and effectiveness.

Other responsibilities may include supporting other teams within PMO i.e Project Planning, Governance, Quality Management, Country PMO, Organization Change Management (OCM), Communication, Training and Finance as well as Reiwa program workstreams. The duration of the internship is 6 to 12 months.

### **Your responsibilities**

Supporting the Program governance in the area of risk management, Change request management, Gate models & reviews and other related governance topics

Documentation of processes, minutes of meetings, and maintenance of our document repository

Prepare performance dashboards and reporting to report statuses and progress for continuous improvement actions (Power BI and Sharepoints)

Support the PMO Operation Lead on general PMO activities related to daily operational and long term strategic missions

Will have the opportunity to support and learn cross PMO teams missions beyond program governance related  
Carry out workshop organization and facilitation  
Administration, management and tool support of MS Teams for Reiwa community on user access, folder structure and user training

## Your background

Bachelor's degree in Business, Management, IT or related discipline  
Ability to manage and efficiently coordinate small projects and work with teams to analyze and interpret business requirements, technical design, devise and oversee improvement initiatives  
Ability to generate new ideas, challenge status quo, take risks, support change and foster innovation  
Fluent English language, good interpersonal and communication skills, ability to effectively communicate with business and IT stakeholders  
Possess good problem solving skills, carry right attitude and a go getter  
Service-oriented mindset, proactive and structured mindset

## More about us

Hitachi ABB Power Grids is a global technology leader with a combined heritage of almost 250 years, employing around 36,000 people in 90 countries. Headquartered in Switzerland, the business serves utility, industry and infrastructure customers across the value chain, and emerging areas like sustainable mobility, smart cities, energy storage and data centres. With a proven track record, global footprint and unparalleled installed base, Hitachi ABB Power Grids balances social, environmental and economic values, and is committed to powering good for a sustainable energy future, with pioneering and digital technologies, as the partner of choice for enabling a stronger, smarter and greener grid.  
[www.hitachiabb-powergrids.com](http://www.hitachiabb-powergrids.com)

Interested in joining our team? If so, we look forward to receiving your full application (motivation letter, CV, references) only via our online careers tool.

Hitachi ABB Power Grids Switzerland  
Richard Adu  
Talent Acquisition

Location	Zürich, Oerlikon,Zurich,Switzerland
Business Unit	Business Function Finance
Publication Start Date	08.07.2021
Job Function	Information Technology
Publication ID	CH51744849_E1