



WHO WE ARE LOOKING FOR:

The Winnipeg Civic Employees' Benefits Program is committed to delivering exceptional service and achieving operational excellence. As we continue to modernize and evolve, we are seeking a highly motivated and organized Manager, Project Management to support key strategic initiatives across the organization. Reporting to the Chief Modernization Officer, this role will be instrumental in driving the successful planning, execution, and delivery of projects that enhance our systems, services, and member experience. If you are a results-driven professional who thrives in a collaborative environment, values continuous improvement, and is passionate about leading change and ensuring project success, this is the opportunity for you!

OUR COMMITMENT TO YOU:

- We are a team of dedicated professionals striving to create one of Canada's best-managed pension plans.
- We offer opportunities for continuous learning and leadership growth.
- We support your well-being through comprehensive physical, mental, and financial wellness programs.
- We are committed to Diversity, Equity, and Inclusion, fostering a workplace where everyone thrives.

WHAT WE OFFER YOU:

- A competitive salary and benefits package that includes vision and dental coverage, optional extended health benefits, generous vacation allotment and a defined benefit pension plan.
- Flexible work hour options.
- Employee & Family Assistance Program (EFAP).
- Training and mentoring to support your career development with us.
- A growth trajectory that extends upward and outward, providing you with supplemental education and encouraging you to develop new skills.
- A strong work-life balance.

ABOUT THE WCEBP

With origins dating back more than 100 years, *The Winnipeg Civic Employees' Benefits Program* is comprised of a multi-employer pension plan with defined benefit components, and a long term disability plan. The City of Winnipeg and eight other employers participate in the *Program*. WCEBP also provides day-to-day administration services to the *Winnipeg Police Pension Plan*. Combined, WCEBP provides administration services to over 22,000 active and retired members and manages approximately \$10 billion in assets.

The *WCEBP* is committed to integrity, service excellence, and operating in the best interest of our Members. Our Vision is to be considered by Members and industry peers as one of the best-managed pension plan organizations in Canada.



WHAT YOU WILL DO:

Project Portfolio Management:

- Oversee the management of a cross-departmental project portfolio from intake through to delivery;
- Provide recommendations on project prioritization, resource planning, scheduling, and alignment with strategic objectives;
- Ensure the integrity of key project data and manage a project portfolio management system to meet evolving organizational needs;
- Produce and present insightful reports and dashboards that communicate the health and progress of the project portfolio;
- Lead the development and governance of project management standards, templates, and methodologies tailored to WCEBP;
- Facilitate onboarding and training for staff and stakeholders using the project portfolio management system.

Project Management & Business Analysis:

- Develop and manage detailed project plans by defining the scope, schedule, budget, and responsibilities to ensure successful delivery;
- Identify and mitigate project risks and dependencies while managing stakeholder expectations;
- Provide regular project status updates and lead project meetings;
- Lead organizational change management and training activities in alignment with project objectives;
- Conduct stakeholder analysis, elicit and document business requirements, and translate them into actionable solutions;
- Analyze existing processes and recommend technology and process improvements to enhance efficiency and service delivery;
- Ensure all project documentation is accurate, updated, and well-structured.

WHAT IS THE COMPENSATION?

\$108,191 – \$135,239 (based on qualifications and skills)

We thank all applicants, but only candidates selected for an interview will be contacted. Prior to starting employment with WCEBP, the selected candidate will be required to successfully complete a background check, which may include proof of education/qualifications and a criminal record check.



Functional Management:

- Provide leadership and strategic direction to the Project Management Office (PMO) team by providing effective coaching and mentorship, supporting their professional development, and driving performance through regular performance reviews.

WHAT WE ARE LOOKING FOR?

- A post-secondary degree in Computer Science, Software Engineering, Business Administration, or a related field;
- A minimum of 8 years of relevant experience in project management within the information technology sector; an equivalent combination of education and experience may be considered;
- Project Management Professional (PMP) certification is required;
- Certified Business Analysis Professional (CBAP) is an asset;
- PRINCE2 Certification is an asset;
- PROSCI or equivalent Change Management certification is an asset;
- Proven experience in developing technology strategies and roadmaps, managing complex project plans, budgets, and risk mitigation strategies;
- In-depth knowledge of project management methodologies (Agile, Waterfall), project lifecycle, SDLC, and Project Delivery Frameworks;
- Demonstrated success managing project portfolios and aligning projects to organizational strategy;
- Strong ability to prioritize, manage resources, and effectively communicate with stakeholders at all levels;
- Proficiency in English with exceptional written and verbal communication skills.



READY TO APPLY?

Please submit your cover letter and resume outlining your qualifications to WCEBP Human Resources, at email CarriePotts@winnipeg.ca, by October 22, 2025.