

**GAF AG** is an internationally successful company that specialises in cross-platform geoinformation solutions and the development of innovative earth observation applications. In addition to receiving and procuring satellite-based earth observation data, GAF AG holds a leading position in the areas of data processing and geo-consulting due to its 40 years of expertise. With an international and interdisciplinary team of experts, GAF AG sets standards for geospatial consulting, cloud- and AI-based data analysis, and satellite-based monitoring of the environment and natural resources in Europe and around the globe.

To further strengthen our team at our **headquarters in Munich**, we are now looking for an enthusiastic

## Head of Project Management Office (PMO)

Our customers rely on us to transform raw satellite imagery into actionable intelligence. As market demand continues to accelerate, we are entering a pivotal phase of growth. To ensure our delivery capabilities scale in line with this momentum, we are **seeking an experienced leader** to drive operational excellence across project execution.

This role presents a unique opportunity to take on increasing strategic responsibility within the organization.

### Your tasks:

- **Ensure reliable delivery**
  - » Set a clear, simple way to run every project—from kick-off to close
  - » Use lightweight checklists and “go/no-go” checkpoints for the early identification of potential issues
  - » Create efficient regular routines: weekly project reviews; monthly “lessons learned” sessions
- **Optimizing Resources & Workload**
  - » Keep an accurate, centralized record of team capacity and skill distribution (employees, external contractors/freelancers, partners)
  - » Conduct a twice-monthly staffing meeting to balance work, approve swaps, and prevent overloads
  - » Plan hiring and external contractors/freelancers needs 3–12 months ahead
- **Timely reporting to CFO & ExCom members**
  - » Standardize estimates and budgets so bids are realistic and comparable
  - » Share weekly dashboards and project 1-pager: progress, spend vs. budget, risks, next steps
  - » Share monthly project portfolio review: revenue forecast, margins, cash milestones, and where we’re off track
  - » Fix issues quickly: if a project is over budget or behind plan, we agree actions within a week
- **Ad-hoc reporting & budgeting support**
  - » You are a focal point for quick numbers and executive-ready snapshots (revenue, margin, capacity) on short notice
  - » Providing monthly reforecasts and variance checks vs. budget; flag risks/opportunities early with clear mitigation actions
  - » Build light what-if scenarios (hiring, pricing, delays) to guide decisions and annual/quarterly planning
- **Operations Management**
  - » Lead operations’ routines: team meetings, priorities, and quarterly planning
  - » Partner with HR, Finance, BD & Sales, Engineering, and Legal to keep work flowing smoothly
- **Coaching & Knowledge transfer**
  - » Conduct training sessions and coaching for project managers and teams
  - » Promote knowledge sharing and establish best practices

### Your profile:

- ✓ University degree (Master level) in Engineering or Business
- ✓ 10+ years of experience in managing complex projects and teams, including few years leading a PMO or delivery function
- ✓ Highly skilled in planning, budgeting, and straightforward reporting — comfortable working closely with Finance
- ✓ Experience in matching people to the right roles across software, analytics, and data projects (geospatial or Earth Observation experience is a plus)
- ✓ Professional certification in project management (e.g., PMP®, PRINCE2® Practitioner) is required
- ✓ A calm and pragmatic style: you are known for cutting through complexity, setting clear frameworks, and enabling teams to perform at their best without unnecessary noise or friction
- ✓ Strong communicator in English, both written and verbal (C2 level CEFR); German language skills are a plus (or a commitment to learn is welcomed)

### Desirable knowledge:

- ✓ Familiarity with the Earth Observation data & value-added services landscape
- ✓ Understanding of how tenders, framework contracts and billing milestones typically run and how consortia are managed
- ✓ Knowledge of project finance basics for accurate estimation, forecasting and reporting
- ✓ Knowledge of relevant ISO standard (e.g. 9001 & 27001) and compliance rules

### What to expect:

- A responsible and varied role in one of Europe’s leading geo-information companies, and insights into an exciting and technically cutting-edge work environment
- Competitive compensation and a budget to build your PMO team and tools
- Comprehensive support in familiarising yourself with your professional role
- Training and development - because your experience and knowledge count
- A respectful, friendly and modern project working environment in a multi-national team of committed colleagues and a leadership style based on trust
- Flexible working hours and the opportunity to work from home within the framework of our regulations
- Options for temporary work from abroad depending on individual and legal requirements (workation)
- An attractive location with perfect public transport connections and great options for outdoor and recreational activities in the direct vicinity
- Various additional benefits, e.g. public transport contribution (job ticket), company pension scheme (optional), travel health insurance (worldwide), occupational health management, and much more

### Further information

Full-time, 40 hours per week and starting at the earliest possible date.

Please note that only applicants with a work permit for Germany can be considered.

### Have we aroused your interest in this position?

Then we are looking forward to receiving an application from you, including a cover letter and CV together with any other useful supporting documents, and stating your (gross) salary expectation and earliest availability. Please send your application to [recruiting@gaf.de](mailto:recruiting@gaf.de), stating „**Head of Project Management Office (PMO)**“ in the subject line.

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