**HR Project Manager (PM)**

**Security Clearance:** Preferred  
**Certifications:** PMP, Six Sigma, **HR certifications** preferred (e.g., SHRM-CP, PHR)  
**Education:** **Bachelor’s degree** in **Human Resources**, **Business Administration**, or related field; **Master’s degree** preferred.

**Job Summary:**  
The **HR Project Manager (PM)** will lead and oversee the implementation of HR transformation projects in compliance with the **Performance Work Statement (PWS)**. This individual will be responsible for coordinating all project activities, ensuring on-time and on-budget delivery while meeting quality standards. The PM will collaborate closely with the **Contracting Officer Representative (COR)** and internal teams to ensure the successful integration of **HR systems** and compliance with **DoD regulations**.

**Key Responsibilities:**

* Oversee the full lifecycle of HR transformation projects, ensuring alignment with **Army and DoD regulations**.
* Manage all project deliverables, including compliance with **PWS** milestones and timelines.
* Supervise the **HR Deputy Project Manager** and other key project staff.
* Implement and monitor project schedules, **risk management strategies**, and ensure resources are allocated efficiently.
* Ensure compliance with **IPPS-A**, **DEERS/RAPIDS**, **ATRRS**, and other **HR systems** as per **PWS requirements**.
* Communicate regularly with **stakeholders** and the **COR** regarding project status, issues, and corrective actions.
* Ensure quality control, performance monitoring, and timely adjustments to processes or schedules.
* Additional duties as assigned by the **COR** or **PM** to support project goals.