

## Projects and Portfolio Manager

**Location:** 100% Remote  
(Full time)

**To apply** for this position please send your CV to [recruitment@singularitynet.io](mailto:recruitment@singularitynet.io) informing the job title in the email subject line.

As Projects and portfolio manager, you will manage, support and coordinate the broad and diverse project portfolio within SingularityNET.

### **What you should know about the SingularityNET organization**

SingularityNET is the world's leading decentralised AI platform and organisation. The SingularityNET decentralized network, and the associated nonprofit SingularityNET Foundation, were founded in 2017 with an extraordinarily ambitious and important mission: To work toward beneficial Artificial General Intelligence (AGI) guided and controlled in a democratic and decentralized manner. Now in an exciting exponential growth phase, SingularityNet is launching a number of inspiring and ambitious spin-off projects planned as part of its Phase 2 whitepaper, including infrastructure, media and biomedical projects.

Global and decentralised, SingularityNET works with a team of c.a. 100 talented scientists, engineers and operational experts, working either remotely or in hubs of excellence worldwide. At SingularityNET we value collaborative and creative ways of working, within a culture of openness and transparency where every team member is empowered to make their finest contribution and thrive. We are committed to diversity and inclusion and all candidates are welcomed and encouraged to apply irrespective of race, gender, age, religious beliefs, LGBTQ+ affiliation or any other minority characteristic.

### **What we are looking for:**

The Projects and Portfolio Manager is responsible for monitoring and keeping the plans, milestones and deliveries of all decentralized, independent projects up to date and integrated into a global roadmap. The projects will be very diverse and span all lifecycle phases from initiation to delivery. You will support and coach the teams to manage their projects in our planning tool (Jira) and keep their documentation up to date in our central knowledge base (Confluence).



You will support the project teams with their resource requests and keep track of the proceedings thereof. Your global overview will enable you to signal risks early, prioritize requests, and inform and advise the management on possible actions to take.

You will be working with globally distributed teams and departments including HR, Operations, Finance, Engineering and Central Management. Finally, you will work with innovative creative ways to automate and take a data-driven approach to planning and reporting, and an ability to assimilate and work with collaboration tools and complete analysis in spreadsheets. The role holder will also be capable of producing slick and meaningful status reports.

To fulfill this job successfully, a strong technology management background is important, with working knowledge of at least some of these domains: Robotics, AI, crypto and blockchain, as well as a successful track record of project/portfolio management in a fast-paced, continuously evolving environment. You have a service-oriented personality, and you are looking forward to working with a diverse set of experts and stakeholders across global time zones.

**Your responsibilities will include:**

- Manage the global roadmap of projects and initiatives within SingularityNET
- Keep track of project statuses, and resource requests and their proceedings
- Oversee all aspects of a project, working with the experts in key areas of financial, marketing, legal, IT and blockchain - identifying gaps and advising the teams on actions and priorities. Organize efficient and effective meetings with participants and stakeholders
- Collaborate with HR on people requirements of the projects and ensure tasks are appropriately resourced and delivered
- Coach team members and peers in their day to day usage of tools and processes

**Requirements**

To be successful in this role you will need:

- A proven track record with 5-10 years experience in the role of (some of) these technology domains; AI; robotics; blockchain; crypto - project manager, program manager or portfolio manager
- Experience with working in a fast-paced, complex, distributed environment, preferably a startup or scale-up organization
- Experience leading cross-functional teams to deliver projects with multiple dependencies and constraints
- Broad technical knowledge and eagerness to keep developing yourself and learn about the ins and outs of all the projects SingularityNET is undertaking
- Knowledge of / certification in Agile methodologies
- High level of accuracy and excellent reporting and presentation skills
- Great communication skills
- Proficient in English, written and spoken
- Hands-on experience with Atlassian Confluence and Jira, and (Google) spreadsheets

- Flexibility in working hours, ability to work under pressure and adjust quickly to changing goals and timelines.

**What you will get in return:**

- Being part of one of the greatest AI and blockchain teams in the world that aims to create beneficial Artificial General Intelligence for the good of humanity
- Working on multiple projects that each have the potential to change the world in domains like health, finance, media, and computing
- A lot of freedom and responsibility in organizing your work hours and location
- Opportunities to advance your career in many potential directions
- Salary and benefits in line with your experience and location