The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF/DE **TORONTO**

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following permanent, full-time opportunity awaiting you:

IT PROJECT MANAGER

The IT Project Manager leads enterprise technology projects across infrastructure, applications, and cybersecurity, ensuring alignment with strategy, architecture, and regulatory standards. Responsibilities include project governance, planning, budgeting, risk management, requirements definition, and oversight of solution design. The role also manages procurement (RFPs/RFIs, SOWs, vendor evaluations) and coordinates technical implementation activities such as environment builds, migrations, patching, and security control deployment.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Lead end-to-end delivery of IT infrastructure, application, and cybersecurity projects, ensuring alignment with strategy, architecture, and regulatory standards.
- Establish project governance and manage plans, budgets, schedules, risks, dependencies, KPIs, and reporting.

- Collaborate with business units to shape business cases, define outcomes, and support benefits realization.
- Drive discovery, gather requirements, and translate needs into clear scope, use cases, and acceptance criteria.
- Ensure solution designs align with enterprise architecture across network, cloud, security, and data domains.
- Manage procurement activities, including RFP/RFI development, SOW creation, vendor evaluation, and contract negotiation.
- Oversee vendor performance and coordinate deliverables, timelines, and dependencies.
- Coordinate technical implementation tasks such as environment builds, migrations, patching, and deployment of security controls.
- Oversee SDLC/ITIL-aligned delivery, including configuration, testing, release management, change control, and cutover.
- Prepare leadership reporting, support change management, and maintain clear, accurate communication and documentation.
- Contribute to budgeting, strategic planning, corporate objectives, and continuous improvement initiatives.
- Promote organizational values, ensure compliance.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

QUALIFICATIONS AND ABILITIES:
- Post-secondary education with a Certificate / Diploma in Information Technology, Computer Science, or related field or equivalent experience.
- Minimum five (5) years of direct experience managing or supporting IT projects related to IT infrastructure, cloud, or cybersecurity.
- Experience coordinating technical teams and third-party vendors.
- Exposure to enterprise IT environments and operational processes.
- Working knowledge of:
  - Cloud platforms (AWS or Azure)
  - Infrastructure components (networks, servers, storage, virtualization)
  - Cybersecurity domains such as IAM, endpoint protection, SIEM, vulnerability management, or network security
- Familiarity with project delivery principles and methodologies (Agile/hybrid).
- Experience with project management and collaboration tools (Jira, MS Project, Confluence).
- Understanding of IT security, risk management, and compliance concepts.
- Strong Customer Service orientation, with excellent communication skills and ability to interact in a professional, positive manner.
- Must possess a high level of professionalism and be able to interact with all levels, able to build and maintain relationships and be a team player.
- Highly organized, possesses sound judgment and the ability to effectively solve problems and/or escalate accordingly.
- Resourceful self-starter, able to work independently and within a team environment.

- Able to multi-task, manage and meet deadlines and adapt easily to change.
- PMP (Project Management Professional) certification or equivalent project management certification.
- Experience with cloud migration or infrastructure modernization projects.
- Experience in Enterprise Resource Planning implementation or modernization project.
- Exposure to security frameworks (ISO 27001, NIST, CIS).
- Experience supporting audits, penetration testing, or security assessments.
- Knowledge of DevOps, CI/CD, or automation tools.

CONDITIONS:
- Criminal record check will be conducted on hire.
- Annual Driver's License validity check, as applicable.
- Flexibility to work occasional extended hours and/or various shifts or weekends as dictated by business needs.
- Active response to email and/or phone after-hours may be required.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@torontoportauthority.com By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates anytime during the candidate assessment process.

In the subject line, please quote: **IT PROJECT MANAGER**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to
www.TorontoPortAuthority.com