

Job Title:	PMO Officer (Project Management Officer)
Reporting to:	Senior Accountant (Finance team)
Company:	IAM Experts South Africa (Pty) Ltd
Job Type:	Permanent, Full-time (40 hours per week)
Location:	Remote/Hybrid with team meetings once per week in the office.

PMO Officer

About IAM Experts:

IAM Experts is a leading consultancy firm that provides professional services in Identity Access Management (IAM) to organisations worldwide. With over 18 years of industry recognition, we are committed to delivering expertise and dedication to every project. Collaborating with established leaders and emerging vendors, we stay ahead through continuous technology watch. Operating across three continents with offices in the UK, France, and South Africa, our diverse team is proficient in 5+ languages, supporting clients globally. We take pride in our international reputation and rely on the support of over 350 valued consultants in the IAM space. In our dynamic environment, we promote open communication, respect, trust, and ongoing improvement.

Role Overview:

We are seeking a motivated **PMO (Project Management Officer)** to join our IT consulting practice, specialising in Identity and Access Management (IAM). This role acts as a key coordination point between Finance and Account Management teams, ensuring accurate financial tracking, strong commercial governance, and smooth programme delivery across client engagements.

You will support project governance, financial reporting, and operational alignment, helping ensure projects are delivered on time, within scope, and in line with commercial expectations. The role will also support contract management activities through the Contract Management System (CMS), ensuring key contractual information, SOWs, milestones, renewals, changes, and commercial commitments are accurately tracked and governed. You will work closely with Account Management, Finance, Delivery, and Legal teams to identify contractual risks, maintain compliance, and support effective commercial oversight.

JOB DESCRIPTION

ROLE PERFORMANCE

Key Responsibilities	Key Activities
Finance & Commercial Support	• Own the accuracy and integrity of project financial data across assigned IAM engagements • Support budgeting, forecasting, and rolling financial outlooks in collaboration with Finance team and Account Managers • Track revenue, costs, margins, and ensure alignment between delivery activity and commercial models • Monitor project burn rates and highlight commercial risks or deviations from plan • Support billing cycles by validating timesheets, milestone achievements, and invoicing triggers
PMO Governance & Reporting	• Maintain structured governance across projects, ensuring adherence to PMO standards and reporting frameworks • Produce high-quality weekly and monthly reporting packs covering status, progress, financials, and key updates • Coordinate preparation of governance forums, including agendas, materials, and action tracking • Maintain RAID logs (Risks, Assumptions, Issues, Dependencies) and ensure timely updates from stakeholders • Ensure consistency of reporting data across all tools and dashboards used within the programme
Stakeholder Management & Communication	• Act as a central coordination point between Finance, Account Management, and Delivery teams • Facilitate clear communication of commercial and delivery information across stakeholder groups • Support Account Managers in aligning client expectations with delivery progress and financial performance • Capture, structure, and distribute key updates, decisions, and escalations in a timely manner

	• Support resolution of cross-functional issues through structured follow-up and stakeholder engagement
Project & Delivery Support	• Track project milestones, deliverables, and timelines across multiple IAM consulting engagements • Maintain accurate project plans and ensure delivery updates are reflected in PMO systems • Monitor resource allocation and support oversight of time recording compliance • Identify delivery risks and dependencies and escalate appropriately through defined governance channels • Ensure project data integrity across CRM, project management, and reporting platforms
Process Improvement & PMO Excellence	• Support continuous improvement of PMO processes, templates, and reporting standards • Identify inefficiencies in reporting, financial tracking, or governance processes and propose enhancements • Contribute to standardisation of PMO practices across IAM and wider consulting engagements • Support initiatives to improve automation, efficiency, and data quality within PMO functions • Promote adherence to governance standards and best practices across all project activity
Contract Management	• Maintain and oversee the Contract Management System (CMS), ensuring contracts, SOWs, amendments, and key contractual information are accurate and up to date. • Track contract milestones, expiry/renewal dates, deliverables, SLAs, and commercial commitments, ensuring timely action by relevant stakeholders. • Coordinate with Finance, Sales/Account Management, and Legal teams to support contract governance and compliance. • Track and support change requests, scope changes, and contract variations, ensuring appropriate approvals and alignment with project plans and commercials. • Provide contract status, risk, and compliance reporting as part of PMO governance and management reporting.

	Proactively identify and escalate contractual risks, scope deviations, upcoming renewals, and commercial dependencies.
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Required Knowledge & Experience

- Minimum 3 years' experience in a PMO, project coordination, project controls, or delivery support role
- Experience within IT consulting, professional services, or technology delivery environments
- Exposure to project financials including budgeting, forecasting, invoicing, or revenue tracking
- Experience supporting multiple stakeholders across delivery, finance, and commercial functions
- Experience working in fast-paced, matrixed environments managing multiple priorities
- Understanding of project lifecycle management within consulting or IT delivery environments
- Awareness of financial controls including cost tracking, margin management, and revenue recognition
- Knowledge of PMO governance frameworks including RAID management and reporting cycles
- Understanding of time & materials and/or fixed-price consulting engagement models
- Familiarity with IAM concepts or cybersecurity delivery environments (desirable but not essential)
- Experience working with Contract Management Systems.

Skills

- Strong Excel skills (pivot tables, VLOOKUP/XLOOKUP, reporting and data analysis)
- High attention to detail with strong data accuracy and validation capability
- Strong stakeholder management and communication skills across technical and non-technical audiences
- Ability to produce clear, structured reporting and executive-level summaries
- Strong organisational skills with ability to manage competing priorities
- Confident problem solver with ability to escalate issues appropriately and professionally

Key Competencies

Commercial & Financial Acumen	• Strong understanding of project financials including budgeting, forecasting, margins, and cost tracking • Ability to interpret financial data and identify risks, variances, and commercial impacts • Awareness of consulting engagement models (T&M, fixed price) and revenue recognition principles
Stakeholder Management & Communication	• Ability to build effective working relationships across Finance, Account Management, and Delivery teams • Clear and structured communicator, able to translate financial and delivery information for different audiences • Confident in escalating issues appropriately and facilitating resolution across teams
PMO & Delivery Governance	• Strong understanding of PMO frameworks including reporting cycles, RAID management, and governance processes • Ability to maintain structured, accurate project data across multiple systems and workstreams • Experience supporting project tracking, milestone management, and delivery oversight
Analytical & Data Skills	• High attention to detail with strong capability in data validation and financial reconciliation • Strong Excel skills for reporting, analysis, and tracking (e.g., pivot tables, lookups) • Ability to interpret trends in project data and highlight insights or risks
Organisation & Execution	• Ability to manage multiple priorities across several projects in a fast-paced environment • Strong planning and coordination skills with a focus on meeting deadlines and governance requirements • Proactive approach to problem solving and continuous follow-through on actions

What We Offer:

- 21 days annual leave
- Opportunity to be at the forefront of a rapidly growing consultancy in the IAM space.
- Competitive salary and bonus scheme based on company and individual performance.

Contact:

If you want to be part of our dynamic and talented team, please submit your CV and cover letter outlining your experience to careers@iamexperts.net.

Applications will be reviewed on a rolling basis until the position is filled. IAM Experts is an equal opportunity employer and values respect, diversity, inclusivity, and fairness in the workplace.