



<https://tenece.com/job/pms-lg/>

Project Management Specialist

Description

The PMO Specialist will support the Head of PMO in strengthening governance, optimizing delivery processes, driving report accuracy, and ensuring consistent project execution across all technology and engineering-related projects. This role plays a key part in advancing PMO maturity, portfolio performance management, standardization, and strategic oversight.

Responsibilities

- Strengthen and maintain PMO governance frameworks, standards, and compliance structures.
- Lead portfolio-level performance tracking and prepare executive dashboards and status reports.
- Develop and optimize PMO processes, SOPs, templates, and documentation systems.
- Drive reporting automation and enhance the accuracy of project performance data.
- Coordinate PMO-related audits, QA/QC checks, and compliance verification activities.
- Track risks, issues, dependencies, and budget performance across multiple projects.
- Support enterprise-wide project planning, prioritization, and portfolio review sessions.
- Enhance documentation quality and enforce adherence to PMO standards.
- Collaborate with project teams to strengthen project controls and reporting discipline.
- Engage stakeholders at all levels to promote governance alignment and process adoption.

Qualifications

Minimum:

- Bachelor's degree in Engineering, Project Management, Computer Science, Business Administration, or related field.

Preferred:

- Bachelor's degree in Project Management or Engineering Management.
- PMP, PRINCE2, or similar professional certification.

Minimum: 3 years

- Hands-on experience designing PMO processes, templates, dashboards, and governance systems.
- Exposure to multi-project environments and executive-level reporting.
- Experience working with project management tools (MS Project, Jira, Smartsheet, etc.).

Hiring organization

Tenece Professional Services Limited

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

December 3, 2025

Preferred: 5 years

- Experience driving PMO governance, process optimization, reporting automation, strategic planning, or portfolio management.

Competencies**Knowledge**

- Project governance standards and PMO frameworks.
- Portfolio management principles.
- Project lifecycle management, quality assurance, and budget tracking.
- Risk/issue management and reporting systems.

Skills

- Strong analytical and data interpretation skills.
- Advanced reporting and documentation capabilities.
- Process design and optimization.
- Stakeholder communication and influence.
- Proficiency in MS Project, Smartsheet, Jira, or Power BI.
- Strong presentation and executive reporting skills.