



VACANCY

REFERENCE NR	:	VAC01198
JOB TITLE	:	Consultant Project Management Training and Reporting
JOB LEVEL	:	D2
SALARY	:	R 620 597 – R 930 895
REPORT TO	:	Lead Consultant: PM Standards and Reporting (COE)
DIVISION	:	Corporate and Digital Strategy
DEPT	:	Enterprise Portfolio Management Office (EPMO)
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To define, maintain and ensure implementation of best practices, defined and repeatable methodologies and procedures to focus and improve SITA project/program methodology as well as to be responsible for training, driving performance management, metrics and other project management improvements.

Key Responsibility Areas

- Maintain project management processes and provide/implement best practices for project management in order to enhance service delivery and standardised functionality of program/ projects.
- Define and implement/maintain improved project delivery, change management and operations metrics for reliability and service levels to ensure sustainability and delivery of government programs/projects.
- Monitor the implementation of Project Management Governance principles in order to ensure standardisation and uniformity on the delivery of service.
- Maintain project management toolsets to report on quantifiable and qualitative data of Projects and services in order to present the quality/ performance and success/ failure of project/programs in the organisation for continuous improvements and financial management sustainability and utilisation.
- Provide system capability and support for the budgeting process and planning and monitoring/controlling of the budget so that the expenditure is within the approved Budget.

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in a Business Management / Project Management / Information Technology/ Computer Science - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.
Preferred Professional Certification: Project Management Professional (PMP), Prince 2 Practitioner and/or Agile Project Management Certification

Experience: 6 - 7 years working experience in a project/programme management environment, including expertise in: 3 - 7 years Project Management; 3 -7 years Project Governance and Project Methodology Development and implementation experience; 3 - 7 years in Project Financial Management; 3 – 7 years Project Management training and development experience.

Technical Competencies Description

Knowledge of: Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance; Project Management Office (PMO) Management; Project management methodologies (PMBOK, Agile PM and Prince 2); PPM Governance; PPM Systems. Computer Literacy: SITA Business Planning system (BPS), Oracle ERP; SITA Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects.

Technical Competencies: Business Writing, Customer Advocacy Management (Consultancy), Customer Relationship Management, Database Administration, Financial Accounting, General Administration, Human Capital Management, Enterprise ICT Governance (Policies & Legislation), IT Project Management, IT Service Management, Knowledge Management, Management Accounting, Product & Service Lifecycle Management, Project/Programme Management, Research & Innovation, IT Risk Management, Software Quality Management, Supply Chain Management, Vendor/Supplier Management, Corporate Governance.

Other Special Requirements

N/A.

How to apply

Kindly send you CV to: Puleng.recruitment@sita.co.za

Closing Date: 17 September 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered.