



## VACANCY

<b>REFERENCE NR</b>	:	<b>PM X4 -Company Sec-FTC</b>
<b>JOB TITLE</b>	:	<b>Project Managers X4</b>
<b>JOB LEVEL</b>	:	<b>D1</b>
<b>SALARY</b>	:	<b>R 501 545 – R 835 908</b>
<b>REPORT TO</b>	:	<b>GovTech Programme Manager</b>
<b>DIVISION</b>	:	<b>Company Secretary</b>
<b>Department</b>	:	<b>Stakeholder Relations Management</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contract 10 Months (Internal / External)</b>

### Purpose of the job

To manage SITA internal/external project(s) using the SITA project management methodology and frameworks, within a defined service/product/customer portfolio under the supervision of the Programme Manager/ Project Portfolio Manager.

### Key Responsibility Areas

Facilitate the initiation of project process .Manage the completion of the project's products according to the approved SITA Way Project Management Method and templates and domain specific methodologies as applicable. Control project stages to ensure the project stays within acceptable tolerance levels for scope, time, cost and quality. Close Project according to company policy.

### Qualifications and Experience

**Minimum:** Degree or National Diploma in Business Management/ Project management / Information Technology/ Computer Science or equivalent.

**Experience:** A minimum of 5 – 8 years working experience in an IT environment, including expertise in:

- 3 - 4 years Junior Project management experience
- 5 - 8 years working experience in an IT environment.
- 3 - 4 years in Corporate IT environment.
- Experience in Government project Management will be an added advantage

### Technical Competencies Description

**Knowledge of:** Public sector / Government organization, Information Technology management, ICT Services System Engineering methods and Governance (Preferably ISO 12207 based). Experience and exposure in facilitating government engagements with Senior Stakeholders and driving implementation of large projects with various private /public involvements is essential. **Skills:** Project management skills, Business/Service Analysis skills, Configuration management skills, Project /Program Planning skills, Financial Management skills, Scope Management skills, Time Management skills, Quality Management skills, Risk and Issue Management skills, Procurement Management skills, Integration Management skills, Human Resource Management skills, Communication Management skills, Report Writing skills, Business Case Management skills, Policy Review and Implementation skills, Policy Development skills, Research and Innovation skills, Performance Measurement and Analysis skills, Resource optimization skills, MS Office Computer Literacy.

### Other Special Requirements

The incumbent will be required to consult and interact with relevant Government Officials and Executive Management under the guidance of the Programme / Line Manager. Experience with project management software and related toolsets.

#### **How to apply**

Kindly send your CV to [sophia.recruitment@sita.co.za](mailto:sophia.recruitment@sita.co.za)

**Closing Date: 26 March 2018**

#### **Disclaimer**

SITA is 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 people from the designated group.

- 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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted