



VACANCY

REFERENCE NR	:	VAC07536
JOB TITLE	:	Programme Manager
JOB LEVEL	:	D5
SALARY	:	R 608 857 – R 1 014 762
REPORT TO	:	Portfolio Manager
DIVISION	:	Service Management
Department	:	Service Management Capability
LOCATION	:	SITA Centurion, Pretoria
POSITION STATUS	:	Fixed Term Contract – 12 months (Internal & External)

Purpose of the job

To manage one or more defined SITA Internal / External programmes (collection of related projects with a common Programme Goal) to ensure realization of the programme's benefits for the customer, and to effectively manage interdependencies between the programme's projects according to the SITA Way Project Management methodology, so that the programme scope can be delivered on time, within budget and satisfy the customer's quality expectations.

Key Responsibility Areas

Effectively applies programme management principles to Initiate and Plan the Programme. Direct and Manage Programme execution to ensure successful delivery of the programme and subsidiary projects. Plan and optimize the effective utilization of resources throughout the programme. Consolidate, Monitor and Control Programme and sub-sidiary project's work to ensure successful delivery of the project objectives within budget, scope, time and quality according to plan. Perform Integrated Change Control and Configuration Management of project documentation and technical work products according to SITA configuration management policies. Consolidate, Monitoring and Control Programme Scope. Consolidate, Monitor and Control Programme Schedule. Consolidate, Monitor and control Programme costs and revenue to ensure delivery of the Programme within budget and profitability guidelines. Perform Quality Control. Report Performance. To maintain the portfolio's data sets in order to ensure proper and accurate quality management through consistent and accurate administration. (internal business processes, learning and growth customer). Monitor and Control Programme and project risks and issues. Administer Procurements. Facilitate good Programme governance, including contracting, Programme governance meetings, risk management, issue management, quality assurance and corporate governance adherence.

Qualifications and Experience

Minimum: Degree or National Diploma in Business Management/ Project management / Information Technology/ Computer Science and/or equivalent. Project Management Professional (PMP) in good standing, and /or current certified Prince 2 Practitioner.

Experience: A minimum of **5 - 8** years working experience in a leadership role in a complex project management environment, including expertise in:

- At least 4 years as Specialist/ Manager in a corporate/public sector organisation.
- At least 3 years proven project management experience as Snr Project /Service Manager
- At least 3 years proven Project Governance experience on a complex project
- At least 3 years in People Management experience
- At least 3 years financial management experience on a complex project.

Technical Competencies Description

Knowledge of: Public sector / Government organization, Information Technology management, ICT Services, System Engineering methods and Governance (Preferably ISO 12207 based).

Skills: Project management skills, Strategic business planning and analysis, Business/Service Analysis skills, Configuration management skills, Portfolio Management skills, Programme 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, Communication Management, Report Writing skills, Business Case Management skills, Benefit Realization Monitoring skills, Policy Review and Implementation skills, Policy Development skills, Process Auditing skills, Research and Innovation skills, Performance Measurement and Analysis skills, Resource optimization skills, MS Office Computer Literacy, PPM Governance.

Other Special Requirements

- Experience with project management software and related toolsets.
- Experience with executive level reporting tools (Dashboards, EV Projections etc).

How to apply

Kindly send your CV to Tshidi.recruitment@sita.co.za

Closing Date: 19 December 2019

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