



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC07434</b>
<b>JOB TITLE</b>	:	<b>Project Administrator</b>
<b>JOB LEVEL</b>	:	<b>B5</b>
<b>SALARY</b>	:	<b>R 218 238.75 – R363 931.25</b>
<b>REPORTS TO</b>	:	<b>Project Manager</b>
<b>DIVISION</b>	:	<b>Networks and Services Management</b>
<b>DEPT</b>	:	<b>Broadband</b>
<b>LOCATION</b>	:	<b>SITA Centurion, Pretoria</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contractor – 24 Months (Internal/External)</b>

### Purpose of the job

To provide PMO/project/programme administration and support services throughout the programme/project/service life cycle.

### Key Responsibility Areas

Provide Project Office coordination and administration in order to ensure smooth running of the project and the department. Administer project activities of planning, monitoring and control to ensure successful delivery of the project objectives within budget, scope, time and quality. Administer Project Office governance activities, including contracting, meeting arrangements, preparation of presentations, risk management, and issue management, quality control.

### Qualifications and Experience

**Qualifications:** Matric and a Certificate in Project management (NQF level 4)

**Experience:** A minimum of 1 year working experience in a project administration support/program management environment.

### Technical Competencies Description

**Knowledge of:** Knowledge of Microsoft Office applications. Basic Knowledge of project management methodologies and frameworks i.e PMBoK, Prince II; Basic knowledge of EPM (Enterprise Project Management) tools; Basic Knowledge of project management processes; Basic Knowledge of project governance structures; Basic Knowledge of financial Administration; Basic Knowledge of project scheduling and baselining the project schedules

**Skills:** Computer literacy; Verbal and written Communication skills; Good Interpersonal skills; Problem solving skills; Basic Report writing skills; Organising, planning and controlling; Attention to detail; Self-management

### Other Special Requirements

Experience with ERP systems and project management toolsets will be an added advantage

### How to apply

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

**Closing Date: 17 January 2020**

## **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. Preference will be given to people from the 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 candidate 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.
- CV`s from Recruitment Agencies will not be accepted