VACANCY		

REFERENCE NR	:	VAC06590
JOB TITLE	:	**Project Coordinator**
JOB LEVEL	:	C3
SALARY	:	R 259,670 – R 476,231
REPORT	:	Project Manager
DIVISION	:	PLC
Department	:	Prov. EC: Network and Service Management
LOCATION	:	EC: East London /Bhisho
POSITION STATUS	:	Fixed Term contract – 24 Months (Internal/External)

Purpose of the job

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

Key Responsibility Areas

Provide Project Coordination and support in order to ensure smooth running of the project;

Co-ordinate project actives of planning, monitoring and control as delegated by the Project Manager to ensure successful delivery of the project;

Coordinate Project governance actives, including meeting arrangements, preparation of presentations, risk management, issue management, quality control;

Configuration support;

Provide coordination support to ensure the execution of the project against the prescribed SITA project management methodology;

Assist the project manager to monitor and control the project's financial expenditure and revenue to ensure delivery of the project within budget;

Qualifications and Experience

Minimum: Matric plus 1 - 2 year National Higher Certificate in Business Management/ Project management / Information Technology/ Computer Science and/or equivalent. (NQF Level 5); Recognition for Prior Learning (RPL) will be considered.

Experience: A minimum of 2 - 3 years working experience in a project/program management environment, including expertise in:

- 2 years as programme/project adminstration and support.

Technical Competencies Description

Knowledge of: Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance (Preferably ISO 12207 based); and Project management methodologies (PMBOK and/or Prince 2).

Skills: Project Management Support skills; Configuration support management skills; Financial Management skills (BPS and ERP); Time Management skills (OTL); Quality Management skills; Risk and Issue Management skills; Procurement Management skills; Integration Management skills; Communication Management skills; Report Writing skills; MS Office Computer Literacy.

Other Special Requirements

- Experience with project management software and related toolsets will be advantageous

- Professional Certification: Certified Associate in Project Management (CAPM) and/or Prince 2 Foundation Certification will be advantageous.

How to apply

Kindly send your CV to **ecrecruitment@sita.co.za**

Closing Date: 08 October 2019

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.

- 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