VACANCY

REFERENCE NR	:	**VAC02293**
JOB TITLE	:	**Project Coordinator**
JOB LEVEL	:	**C3**
SALARY	:	**R 285 739 - R 476 231**
REPORT TO	:	**PMO/Programme/Project Manager**
DIVISION	:	**PLC: Executive Provincial and Local Consulting**
DEPT	:	**Coastal Region**
LOCATION	:	**Cape Town**
POSITION STATUS	:	**Permanent – (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

- Coordinate project activities of planning, monitoring and control as delegated by the Project Manager to ensure successful delivery of the project;
- Provide Project coordination and support in order to ensure smooth running of the project;
- Coordinate Project governance activities, 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; and
- 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: 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. Prince 2 Foundation and/or CAPM Certification and/or Agile PM Foundation will be advantageous
Experience: A minimum of 3-4 years working experience in a project/programme management environment, including 2 years as programme/project administration and support.

Technical Competencies Description

Knowledge of: Public sector / Government organization; Information Technology management; ICT Services; Project management methodologies (PMBOK, Agile PM and/or Prince 2). Computer Literacy:

SITA Business Planning system (BPS), Oracle ERP; Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects. Technical competencies: Business Writing; Customer Relationship Management; General Administration. Behavioural competencies: Active listening; Attention to Detail; Analytical thinking; Disciplined; Resilience; Stress Management

Other Special Requirements

N/A

How to apply

Internal candidates must apply using this email address: Buzwe.internalwcrecruitment@sita.co.za

External candidates must apply using this email address: Wcrecruitment@sita.co.za

Closing Date: 22 March 2021

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
- CV's sent to incorrect email address will not be considered