



VACANCY

REFERENCE NR	:	VAC01965
JOB TITLE	:	Project Co-Ordinator
JOB LEVEL	:	C3
SALARY	:	R 285 739 - R 476 231
REPORT TO	:	Project Manager
DIVISION	:	IT Infrastructure Structure
DEPT	:	Prov Management: KZN
LOCATION	:	Durban, KwaZulu-Natal
POSITION STATUS	:	12 Months -Fixed term contract (Internal and 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 general project administration Support to the Project Manager. Resolve administrative issues that arise during project execution. Co-ordinate and assist project manager in compiling and distributing monthly Project Progress reports. Co-ordinate and assist project manager in compiling and distributing ad-hoc Project reports as the need arise. Distribute meeting agendas timely. Update Decision Register for the project and obtain approval of decision makers. Attend meetings, take and distribute minutes after approval by the Project Manager. Assist project manager with compilation of reports and presentations.

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.

Other Special Requirements

N/A

How to apply

Internal candidates must apply using this email address: Ncami.internalkznrecruitment@sita.co.za

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

Closing Date: 26 July 2021

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.