



VACANCY

REFERENCE NR	:	VAC07430
JOB TITLE	:	Project Coordinator
JOB LEVEL	:	C3
SALARY	:	R 285 738.75 - R476, 231.25
REPORTS TO	:	Project Manager
DIVISION	:	Networks and Services Management
DEPT	:	Broadband
LOCATION	:	SITA Centurion, Pretoria
POSITION STATUS	:	Fixed Term Contractor – 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 Office coordination and support in order to ensure smooth running of the project. Coordinate project activities of planning, monitoring and control to ensure successful delivery of the project objectives within budget, scope, time and quality. Coordinate and administer Project Office governance activities, including contracting, 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 domain specific methodology. Monitor and control the projects financial expenditure and revenue to ensure delivery of the project within budget.

Qualifications and Experience

Qualifications: 1 - 2 years National Higher Certificate/National Diploma in Business Management/Project Management/Information Technology/Computer Science and/or equivalent (NQF Level 5). National Diploma in Project Management/Information Technology/Computer Science and/or equivalent will be advantageous.

Experience: 2-3 years working experience in project/ program management environment, including expertise in programme/project administration, coordination and support.

Technical Competencies Description

Knowledge of: Public sector/Government organisation; Information Technology management; ICT Services; System Engineering methods and Governance. **Skills:** Project Management Office (PMO) administration and support; Project/Program management support; Project Management Body of knowledge (PMBOK); Project Management methodologies (PMBOK and/or Prince 2); Project Management process; Configuration Management; Project Management Support skills; Business/Service Analysis 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; Report writing skills; Human Resource Management skills; Performance Measurement and Analytical skills; Communication skills; MS Office Computer Literacy.

Other Special Requirements

Experience with Project management software and related toolsets. Project Management qualification or Professional Certification: Project Management Professional (PMP) or Certified Associate in Project Management (CAPM)® and/or Prince 2 Practitioner/Foundation Certification.

How to apply

Kindly forward your CV to: 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