



VACANCY

REFERENCE NR	:	VAC07881
JOB TITLE	:	Project Coordinator
JOB LEVEL	:	C3
SALARY	:	R 259,670 - R 476,231
REPORT TO	:	Project Manager
DIVISION	:	IT Infrastructure
Department	:	HSP&CP: Technology, Strategy and Planning (Cloud Project Management)
LOCATION	:	SITA Centurion
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

- Provide Project Coordination and support in order to ensure smooth running of the project;
- Co-ordinate project activities of planning, monitoring and control as delegated by the Project Manager to ensure successful delivery 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 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 administration 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); 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; and 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 Lerato.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 05 May 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 only. Preference will be given to people from the designated group.

- 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