



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC01347</b>
<b>JOB TITLE</b>	:	<b>Project Coordinator</b>
<b>JOB LEVEL</b>	:	<b>C3</b>
<b>SALARY</b>	:	<b>R 334 527 – R 501 790</b>
<b>REPORT TO</b>	:	<b>Project Manager</b>
<b>DIVISION</b>	:	<b>PLC: Executive Provincial and Local Consulting</b>
<b>DEPT</b>	:	<b>Coastal Region</b>
<b>LOCATION</b>	:	<b>SITA - Western Cape</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### 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
- 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).

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.

**Skills:** Business Writing, Customer Relationship Management, General Administration, IT Project Management, Project/Programme Management.

**Interpersonal/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](mailto:Buzwe.internalwcrecruitment@sita.co.za)

External candidates must apply using this email address: [wcrecruitment@sita.co.za](mailto:wcrecruitment@sita.co.za)

#### Closing Date: 07 October 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.
- CV's sent to incorrect email address will not be considered