



VACANCY

REFERENCE NR	:	WC_PM_FTC_2018
JOB TITLE	:	Project Manager
JOB LEVEL	:	D1
SALARY	:	R 501 545 – R 835 908
DIVISION	:	NSM
DEPT	:	Western Cape: Provincial & Local Consulting
LOCATION	:	SITA Western Cape
POSITION STATUS	:	Fixed Term Contract – 12 Months (Internal/External)

Purpose of the job

To manage SITA internal/external project(s) using the SITA project management methodology and frameworks, within a defined service/product/customer portfolio under the supervision of the Programme Manager/ Project Portfolio Manager.

Key Responsibility Areas

Facilitate the initiating a project process;

Manage the completion of the project's products according to the approved Project Management Method and templates and domain specific methodologies as applicable;

Control project stages to ensure the project stays within acceptable tolerance levels for scope, time, cost and quality; and

Manage hands on and close projects according to company policy;

To manage and achieve the predefined objectives/scope of the project within the specified budget, time and quality (customer; financial; internal business processes).

To manage and execute identified tasks and activities according to the project plan (financial; customer; learning and growth; internal business processes).

To maintain contact with all relevant project stakeholders (clients, sponsors, etc.) throughout the project life cycle in order to ascertain levels of satisfaction with progress and performance (customer).

To manage project related issues and risk areas in order to ensure the successful implementation of a project (financial; internal business processes; customer).

Development of project/s budget/finances, asset/equipment and staff requirements, in order to ensure the efficient operation of the define project/s.

Qualifications and Experience

Minimum: Degree or National Diploma in Business Management/ Project management / Information Technology/ Computer Science or equivalent.

Experience: A minimum of **5 – 8** years working experience in an IT environment, including expertise in:

- 3 - 4 years Junior Project management experience
- 5 - 8 years working experience in an IT environment.
- 3 - 4 years in Corporate IT environment
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Technical Competencies Description

Knowledge of: Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance (Preferably ISO 12207 based)

Skills: Project management skills; Business/Service Analysis skills; Configuration management 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; Human Resource Management skills; Communication Management skills; Report Writing skills; Business Case Management skills; Policy Review and Implementation skills; Policy Development skills; Research and Innovation skills; Performance Measurement and Analysis skills; Resource optimization skills; MS Office Computer Literacy

Other Special Requirements

- The incumbent will be required to consult and interact with relevant Government Officials and Senior Management under the guidance of the Programme / Line Manager
- Experience with project management software and related toolsets.
- Infrastructure knowledge.

How to apply

Kindly send your CV to wcrecruitment@sita.co.za

Closing Date:02 January 2019

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