VACANCY

REFERENCE NR	:	**PM /WCPMO/2017-07**
JOB TITLE	:	**Project Manager PMO**
JOB LEVEL	:	**D1**
SALARY	:	**R 501 544.53 – R 835 907.56**
REPORT TO	:	**Senior Project Manager PMO**
DIVISION	:	**WC Project Management Office**
Department	:	**Western Cape**
LOCATION	:	**Cape Town**
POSITION STATUS	:	**Permanent (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 of the project management process; Manage the completion of the project's products according to the approved SITA Way 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; Close Project according to company policy.

Qualifications and Experience

Minimum: Degree or National Diploma in Business Management/ Project management / Information Technology/ Computer Science or equivalent. **Additional Qualification requirements:** Professional Certification: Project Management Professional (PMP) or Prince 2 Practitioner Certification; Honours degree in Business Management/ Project management / Information Technology/ Computer Science or equivalent will be advantageous.

Experience: A minimum of 5 – 6 years working experience in an IT environment, including expertise in:

- 3 - 4 years Junior Project management experience
- 3 - 4 years in Corporate IT environment.

Technical Competencies Description

Knowledge of: Public sector / Government organization; Information Technology management and ICT Services.
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 Executive Management under the guidance of the Programme / Line Manager. Experience with project management software and related toolsets.
Preference will be given to Africans and Coloureds candidates.

How to apply

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

Closing Date: 31 July 2017

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.