



**VACANCY  
RE-ADVERTISEMENT**

**NB. If you applied previously there is no need for you to apply**

|                 |   |   |
|-----------------|---|---|
| REFERENCE NR    | : | VAC04910                                    |
| JOB TITLE       | : | Project Manager                             |
| JOB LEVEL       | : | D1  |
| SALARY          | : | R 501 545 – R 835 908                       |
| REPORT TO       | : | Senior Project Manager                      |
| DIVISION        | : | Western Cape: Provincial & Local Consulting |
| DEPT            | : | Western Cape: Provincial & Local Consulting |
| LOCATION        | : | SITA Western Cape                           |
| 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.

This role is responsible for delivery of a variety of IT services to support business objectives and is individually accountable for achieving results through others.

The incumbent will be responsible for the management of the projects service delivery lifecycle within the SAPS IT delivery teams.

He/she will have to collaborate with business stakeholders and IT interfaces, to creating solutions that are synergistic to the SAPS platform. The incumbent will also apply subject matter expertise to identify, develop, and implement techniques to improve engagement productivity, increase efficiencies, mitigate risks, resolve issues, and optimize cost savings and efficiencies for each client.

**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;
- 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
- Provides thought leadership (operational and tactical focus) in areas of responsibility.
- Manages various stakeholders in areas of responsibility

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- Responsible for infrastructure management in areas of responsibility.
- Responsible for change management around IT Implementations and upgrades
- Responsible for clear and effective communication to team and business.
- Provides technical consulting services where required.
- Accountable for financial management in areas of responsibility.
- Oversee Management and delivery of Projects.
- Self-management – includes talent management, change leadership.
- Ensures systems security and Responsible for aligning technology and technology support to business needs.

## Qualifications and Experience

**Minimum Qualifications:** 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

**OR**

**Minimum Qualifications:** Matric/Project Management Certificate.

**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

## Technical Competencies Description

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

The following will serve as an advantage: Knowledge of SAPS organisational structures, roles and responsibilities; Project Life Cycle processes (PLP); Contract management; SAPS Systems and processes- inter/intra disciplinary dependencies; and Understanding of strategic, functional, operational and technical risks

**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](mailto:Wcrecruitment@sita.co.za)

**Closing Date: 22 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.

- 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