



VACANCY - 2233

REFERENCE NR	:	VAC01198/22
JOB TITLE	:	Consultant Project Management Training and Reporting
JOB LEVEL	:	D2
SALARY	:	R 651 627 – R 977 440
REPORT TO	:	Lead Consultant: PM Standards and Reporting (COE)
DIVISION	:	Corporate and Digital Strategy
DEPT	:	Enterprise Portfolio Management Office (EPMO)
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To define, maintain and ensure implementation of best practices, defined and repeatable methodologies and procedures to focus and improve SITA project/program methodology as well as to be responsible for training, driving score carding, metrics and other project management improvements.

Key Responsibility Areas

- Provide training to the project management community to improve project management maturity.
- Design and oversee the development and implementation of Portfolio Programme and Project Management (PPM) toolsets to automate governance, reporting and PPM processes.
- Define, maintain and implement best practice project management standards and processes focused to improve SITA project and programme governance and performance
- Monitor and report on project and service portfolio performance
- Provide system capability and support for the budgeting process and planning and monitoring/controlling of the budget so that the expenditure is within the approved Budget.

Qualifications and Experience

Minimum: 3-year National Diploma / Degree in a Business Management / Project Management / Information Technology/ Computer Science - at least NQF level 6.

Professional Certification: Project Management Professional (PMP) and/or Prince 2 Practitioner and/or Agile Project Management Certification will be advantageous.

Experience: 6 - 7 years working experience in a project/programme management office, including expertise in: 3 - 7 years Project Management training experience 3 - 7 years Project Governance and Project standards development and implementation experience 3 - 7 years Programme/Project Management.

Technical Competencies Description

Knowledge of: Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance; Project Management Office (PMO) Management;

Project management methodologies (PMBOK, Agile PM and Prince 2); PPM Governance; PPM Systems. Computer Literacy: SITA Business Planning system (BPS), Oracle ERP; Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects.

Technical Competencies: Business Analysis, Business Intelligence & Analytics, Business Writing, Customer Relationship Management, Financial Accounting, General Administration, Human Capital Management, Enterprise ICT Governance (Policies & Legislation), Information Management, IT Project Management, IT Service Management, Knowledge Management, Product & Service Lifecycle Management, Project/Programme Management, Research & Innovation.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, Empathy, Inclusivity, Resilience, Stress Management.

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process

1. Register using your ID and personal information
2. Use received one-time pin to complete the registration
3. Log in using your username and password
4. Click on "Employment & Labour
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support egovsupport@sita.co.za **OR call 080 1414 882.**

Closing Date: 11 April 2025

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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.