



## VACANCY - 2887

<b>REFERENCE NR</b>	:	<b>VAC00444/27</b>
<b>JOB TITLE</b>	:	<b>Junior Project Manager</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 478 420 - R 717 630</b>
<b>REPORT TO</b>	:	<b>Programme Manager</b>
<b>DIVISION</b>	:	<b>IT Infrastructure Services</b>
<b>DEPT</b>	:	<b>ITI Hosting: Technology, Strategy and Security</b>
<b>LOCATION</b>	:	<b>SITA Centurion, Pretoria</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To manage simple SITA internal/external project(s) following the SITA project management methodology, within ITI Hosting Cloud service/product/customer Line of Business under the supervision of a Programme Manager.

### Key Responsibility Areas

- INITIATION PROJECT - Effectively applies project management principles to Initiate and Plan the project.;
- MANAGE PRODUCT DELIVERY - Manage product delivery to ensure successful delivery of the project
- PROJECT CONTROL - Monitor and Control project activities to ensure successful delivery of the project objectives within budget scope, time and quality according to plan
- PROJECT CONTROL-FINANCE - Consolidate, Monitor and control Project costs and revenue to ensure delivery of the Project within budget and profitability guidelines
- PROJECT CONTROL-RISK - Monitor and Control project risks and issues
- PROJECT CLOSURE - Close Project according to company policy.

### Qualifications and Experience

**Minimum:** 3 Year National Diploma Information Technology / National First Degree in Business Management/Advanced Diploma in Project management / / Computer Science or equivalent (NQF6).

Plus, Certified associate in project management (CAPM) and/or Prince 2 Foundation Certification and/or Agile PM Foundation. Practitioner Certification will be advantageous.

**Experience:** A minimum of 3 - 5 years working experience, including:

- At least 3-year Junior Project Management or Project coordination & Support,
- At least 3 years in an IT environment and
- At least 1 year in public sector IT environment

### 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. Computer Literacy: Oracle ERP systems; Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects.

### **Other Special Requirements**

N/A.

### **How to apply**

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://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](http://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 contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

**CV`s sent to the above email addresses will not be considered**

**Closing Date: 23 April 2026**

### **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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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.