



## VACANCY

REFERENCE NR	:	VAC00595/23
JOB TITLE	:	Lead Consultant Performance Management Standards and Reporting CoE
JOB LEVEL	:	D5
SALARY	:	R 986 492 – R 1 479 739
REPORT TO	:	HOD EPMO
DIVISION	:	National Consulting Services
DEPT	:	Cluster Business Management: DOD Cluster
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	2 Years Fixed term contract (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 driving score carding, metrics and other project management improvements.

### Key Responsibility Areas

- Drive process improvement in the project management processes and provide and implement best practices for project management in order to enhance project and service delivery
- Facilitate, develop and ensure implementation of Project Management Governance principles in order to ensure standardization and uniformity on the delivery of service
- Provide and present project management quantifiable and qualitative data as well as Project management knowledge base in order to present the quality/ performance and success/ failure of project/programs in the organisation for continuous improvements and financial management sustainability and utilisation
- To maintain the portfolio's data sets in order to ensure proper and accurate quality management through consistent and accurate administration. (internal business processes, learning and growth customer).

### Qualifications and Experience

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

**Experience:** A minimum of 8-10 years working experience in a leadership role in a project/program management environment, including expertise in: 4 years as Specialist/ Manager in a corporate/public sector organisation. 4 years Portfolio, Programme and Project Governance experience 4 years in Enterprise Portfolio Management Office Management 4 years in Portfolio, Programme and Project Management Policy and Standards development 4 years in Portfolio, Programme and Project Management Business process development 2 years in Strategy development

and portfolio alignment 2 years in Report system Development and dashboarding and Reporting on Enterprise level  
2 years in Strategic planning and portfolio alignment.

### Technical Competencies Description

**Knowledge of:** SITA ACT No. 88 of 1998 as amended by the SITA Act 38 of 2002; Public Finance Management Act, 1 of 1999, as amended by Act 29 of 1999 (PFMA); Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance (Preferably ISO 12207 based); Project Management Body of Knowledge (PMBOK); Project management methodologies (PMBOK and/or Prince 2); Project management processes; PPM Governance; Standards Development; Corporate Policy Development; Enterprise Business Process Development; Report system Development and dash-boarding; Enterprise Portfolio Office Management; Reporting on Enterprise level; Strategic planning and portfolio alignment.

**Technical competencies:** Business Analysis, Business Continuity, Business Intelligence & Analytics, Business Writing, Customer Advocacy Management (Consultancy), Financial Accounting, General Administration, Human Capital Management, Enterprise ICT Governance (Policies & Legislation), Implementation Management, Information Management, IT Project Management, IT Service Management, Knowledge Management, Product & Service Lifecycle Management, Project/Programme Management, Research & Innovation, IT Risk Management, Software Quality Management, Supply Chain Management, Vendor/Supplier Management, and Corporate Governance.

**Leadership Competencies:** Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Outcomes driven, Innovation, Planning and Organising, Creative Problem Solving, Bimodal IT Practice, Managing People and Driving Performance, Decision-making, Responding to Change and Pressure, and Strategic Thinking.

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

### How to apply

1. To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://www.eservices.gov.za) and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

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

**Closing Date: 08 April 2022**

### 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.
- CV's sent to incorrect email address will not be considered