



VACANCY

REFERENCE NR	:	VAC00734/24
JOB TITLE	:	Portfolio Manager
JOB LEVEL	:	D5
SALARY	:	R 986 492 – R 1 479 739
REPORT TO	:	HOD EPMO
DIVISION	:	Corporate and Digital Strategy
DEPT	:	CDS: EPMO
LOCATION	:	SITA Erasmuskloof, Pretoria
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To apply effective portfolio management principles to coordinate the SITA Investment Portfolio or any other allocated portfolio of services, programmes and projects, to ensure that clients' and SITA internal projects are planned, executed and finalised according budget and to ensure the successful implementation of proposed solutions using SITA project management methodology, delivering the expected benefit

Key Responsibility Areas

- Effectively applies Portfolio Management principles to Initiate and Plan the Portfolio;
- Effectively applies portfolio management principles to assist SITA Management to align the portfolio with SITA Strategic plan;
- Direct and Manage Portfolio execution to ensure strategic alignment and successful delivery of the programme and subsidiary projects;
- Plan and optimize the effective utilization of resources throughout the delivery of the portfolio;
- Consolidate, Monitoring and Control Programme Scope and Programme Schedule;
- Consolidate, Monitor and control Programme costs and revenue to ensure delivery of the Programme within budget and profitability guidelines;
- Perform Quality Control;
- Review and report Portfolio Performance;
- 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);
- Monitor and Control Programme and project risks and issues; and
- Facilitate good Portfolio governance, including configuration management, contracting, Programme governance meetings, risk management, issue management, quality assurance and corporate governance adherence.

Qualifications and Experience

Required Qualification: Degree or National Diploma in preferably Financial Management or Business Management/ Project management / Information Technology/ Computer Science at least NQF level 6. **A post graduate qualification will be an advantage.**

Professional Certification: Project Management Professional (PMP) and/or Prince 2 Practitioner Certification and/or Agile PM Practitioner Programme Management Professional (PgMP) and/or Advanced Practitioner (MSP – Managing Successful Programmes) will be an added advantage.

Experience: 8-10 years working experience in a leadership role in a project/programme/portfolio management environment, including expertise in: 4 years as Specialist/ Manager in a corporate/public sector organisation. 3 years Project/Service Management experience, 3 years Project Governance experience and 3 years in Financial Management.

Technical Competencies Description

Knowledge of: Financial Accounting; Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance; Portfolio Management, Programme Management, Project Management Office (PMO) Management; Project management methodologies (PMBOK, Agile PM and Prince 2); PPM Governance. Computer Literacy: SITA Business Planning system (BPS), Oracle ERP; Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects.

Technical competencies: Advance MS Excel, Power BI (will be an advantage), Business Intelligence & Analytics, Business Writing, Customer Advocacy Management (Consultancy), Customer Relationship Management, Database Administration, Financial Accounting, General Administration, Human Capital Management, Enterprise ICT Governance (Policies & Legislation), Information Management, IT Project Management, IT Service Management, Knowledge Management, Management Accounting,

Product & Service Lifecycle Management, Project/Programme Management, Research & Innovation, IT Risk Management, Software Quality Management, Supply Chain Management, Vendor/Supplier Management, Corporate Governance.

Leadership Competencies: 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, Strategic Thinking, Customer Experience.

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

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 contact egovsupport@sita.co.za OR call 080 1414 882

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

Closing Date: 30 October 2023

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.