



VACANCY - 2234

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| REFERENCE NR | : | VAC01200-24 |
| JOB TITLE | : | Portfolio Manager |
| JOB LEVEL | : | D5 |
| SALARY | : | R 1 035 817 – R 1 553 726 |
| REPORT TO | : | HOD EPMO |
| DIVISION | : | Corporate and Digital Strategy |
| DEPT | : | Enterprise Portfolio Management Office (EPMO) |
| LOCATION | : | SITA Erasmuskloof, Pretoria |
| POSITION STATUS | : | Permanent (Internal & External) |

Purpose of the job

To apply effective portfolio management principles to coordinate an allocated portfolio of services, programmes and projects, to ensure that clients' and SITA internal projects are planned, executed and finalised according to budget and to ensure the successful implementation of proposed solutions using SITA project management methodology, realising 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 successfully deliver the subsidiary programme and projects, within the portfolio.
- Plan and optimize the effective utilization of resources throughout the delivery of the portfolio including training, mentoring and coaching of project teams.
- Consolidate, Monitor and control Programme costs and revenue to ensure delivery of the Programme's objectives within budget, scope, time and quality according to plan. Including integrated change control and configuration management.
- Consolidate, monitor and control costs and revenue to ensure the delivery of the portfolio within budget and profitability guidelines.
- Perform quality control of portfolio.
- Consolidate, review and report portfolio performance.
- Conduct 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: 3-year National Diploma / Degree in Business Management / Project Management / Information Technology/ Computer Science - at NQF level 6.

Certification: Project Management Professional (PMP) and/or Prince 2 Practitioner, and/or Agile Project Manager Certification and/or Programme/Portfolio Management certification. will be advantageous.

Experience: A minimum of 8 - 10 years working experience in a leadership role in a project/programme/portfolio management environment, including experience in: 4 years as Specialist/ Manager in a public/private IT sector organisation; 3 years Project Management experience; 3 years PPM/PMO Governance.

Technical Competencies Description

Knowledge of: Public/private sector; Information Technology management; ICT Services; Project Management Office (PMO) Management; PPM methodologies (PMBOK, Agile PM and Prince 2); PPM Governance. Computer Literacy: MS Office; MS Projects. Personal Attributes/Behaviours: Agility/Collaboration/Customer Centricity/Innovation/Empathy/Integrity.

Technical competencies: 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: 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, Strategic Thinking.

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: 11 April 2025

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the 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 for 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 the 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.