



VACANCY - 3038

REFERENCE NR	:	VAC00651/27
JOB TITLE	:	Portfolio Manager
JOB LEVEL	:	D5
SALARY	:	R 1 035 817 – R 1 553 726
REPORT TO	:	HOD EPMO
DIVISION	:	NRC: National & Regional Consulting
DEPT	:	Cluster Business Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	24 months fixed term contract (Internal & External)

Purpose of the job

To apply effective portfolio management principles to coordinate an allocated portfolio of DOD 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.

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 successful deliver the subsidiary programme and projects, within the portfolio
- Plan and optimize the effective utilization of resources throughout the delivery of the portfolio
- 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 a relevant discipline - at least NQF level 6.

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

Experience: A minimum of 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 public/private sector

organisation. 3 years Project Management experience 3 years Project Governance experience 3 year in People Management 3 year in Financial Management.

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 Writing, 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: 24 July 2026

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.
- 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.