



VACANCY

REFERENCE NR	:	VAC01663/22
JOB TITLE	:	Programme Manager
JOB LEVEL	:	D5
SALARY	:	R 986 492 – R 1 479 739
REPORT TO	:	PMO Manager
DIVISION	:	National Consulting Services
DEPT	:	Cluster Business Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	3 Years Fixed term contract (Internal & External)

Purpose of the job

To manage one or more defined SITA Internal / External programmes according to the SITA Project Management methodology within a defined service/product/customer portfolio.

Key Responsibility Areas

- PROGRAMME INITIATION AND PLANNING: Effectively applies Programme management principles to Initiate and Plan the programme
- PROGRAMME EXECUTION: DIRECTING Direct and Manage Programme execution to ensure successful delivery of the programme and subsidiary projects
- PROGRAMME EXECUTION -RESOURCE MANAGEMENT: Plan and optimize the effective utilization of resources throughout the programme
- MONITOR AND CONTROL THE PROGRAMME - DELIVERY OF WORK: Consolidate Monitor and Control Program and subsidiary project's work to ensure successful delivery of the project objectives within budget, scope, time and quality according to plan
- MONITOR AND CONTROL THE PROGRAMME - CHANGE CONTROL: Perform Integrated Change Control and Configuration Management of Programme and subsidiary project documentation and technical work products according to SITA configuration management policies
- MONITOR AND CONTROL THE PROGRAMME - SCOPE: Consolidate, Monitoring and Control Programme Scope
- MONITOR AND CONTROL THE PROGRAMME - SCHEDULE: Consolidate, Monitor and Control Programme and subsidiary Projects' schedule
- MONITOR AND CONTROL THE PROGRAMME - FINANCE: Consolidate, Monitor and control Programme costs and revenue to ensure delivery of the Programme and Subsidiary Projects within budget and profitability guidelines
- MONITOR AND CONTROL THE PROGRAMME - QUALITY: Perform Quality Control
- MONITOR AND CONTROL THE PROGRAMME - PERFORMANCE: Monitor and Report Performance
- MONITOR AND CONTROL THE PROGRAMME - DATA SETS: To maintain the portfolio's data sets in order to ensure proper and accurate quality management through consistent and accurate administration
- MONITOR AND CONTROL THE PROGRAMME - RISK: Monitor and Control Programme and project risks and issues
- MONITOR AND CONTROL THE PROGRAMME - PROCUREMENT: Administer Procurements

- **PROGRAMME GOVERNANCE:** Facilitate good Programme governance, including contracting, Programme governance meetings, risk management, issue management, quality assurance and corporate governance adherence.

Qualifications and Experience

Minimum: 3-4-year National Higher Diploma / National First Degree in Business Management/ Project management / Information Technology/ Computer Science and/or equivalent / NQF level 7 or a verified / certified alternative equivalent @ NQF Level 7 and Project/Programme Management Certificate of Competence.

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

Experience: A minimum of 8 - 10 years working experience, including expertise in:

- At least 4 years in a leadership role in a complex project management or programme management environment
- At least 4 years Project/Programme management experience as Snr Project /Programme Manager
- At least 4 years working experience in an IT environment and
- At least 4 years 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: SITA Business Planning system (BPS), Oracle ERP; Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects.

Skills: Architecture; Business Analysis; Business Writing; Customer Relationship Management; Financial Accounting; General Administration; Human Capital Management; IT Project Management; Management Accounting; Product & Service Lifecycle Management; Project/Programme Management; Research & Innovation; IT Risk Management; Software Quality Management; Supply Chain Management; Vendor/Supplier Management.

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

How to apply

1. To apply please log onto the e-Government Portal: 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 the following people: Prudence.masola@sita.co.za, Masoko.Rallele@sita.co.za and Zanele.sompini@sita.co.za

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

Closing Date: 28 January 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