



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC00974</b>
<b>JOB TITLE</b>	:	<b>Programme Manager</b>
<b>JOB LEVEL</b>	:	<b>D5</b>
<b>SALARY</b>	:	<b>R 986 492 – R 1479 739</b>
<b>REPORT TO</b>	:	<b>Provincial Manager</b>
<b>DIVISION</b>	:	<b>KZN: Business Support Office</b>
<b>DEPARTMENT</b>	:	<b>Prov KZN PMO</b>
<b>LOCATION</b>	:	<b>KZN Pietermaritzburg Office</b>
<b>POSITION STATUS</b>	:	<b>07 - Months - Fixed Term Contract (Internal &amp; External)</b>

### 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.

### Qualifications and Experience

**Minimum:** 3 – 4 year National Higher Diploma / National First Degree in 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.

### Other Special Requirements

N/A

### How to apply

To apply please log onto the e-Government Portal: **[www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) OR 080 1414 882

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

**Closing Date: 23 August 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

- 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.