



#### VACANCY - 2245

<b>REFERENCE NR</b>	:	<b>VAC0114/25</b>
<b>JOB TITLE</b>	:	<b>Programme Manager</b>
<b>JOB LEVEL</b>	:	<b>D5</b>
<b>SALARY</b>	:	<b>R 1 035 817 – R 1 553 726</b>
<b>REPORT TO</b>	:	<b>Provincial Manager – North West</b>
<b>DIVISION</b>	:	<b>National &amp; Regional Consulting Services</b>
<b>DEPT</b>	:	<b>Prov NW: Business Support Office</b>
<b>LOCATION</b>	:	<b>SITA Mafikeng</b>
<b>POSITION STATUS</b>	:	<b>Permanent (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

- Effectively applies programme management principles to Initiate and plan the programme.
- Direct and manage programme execution to ensure successful delivery of the programme and subsidiary projects.
- Plan and optimize the effective utilization of resources throughout the programme.
- Consolidate monitor and control programme and subsidiary project's work to ensure successful 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 programme and subsidiary projects within budget and profitability guidelines.
- Perform quality control of programme.
- Consolidate, monitor and report programme performance.
- Conduct good portfolio governance, including configuration management, contracting, governance meetings, risk management, issue.

#### Qualifications and Experience

**Minimum:** 3-year National Diploma / Degree in a relevant discipline - at least NQF level 6.

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, 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/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:** 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

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 call 080 1414 882

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

**Closing Date: 22 April 2025**

## 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.

