



## VACANCY

REFERENCE NR	:	VAC00840
JOB TITLE	:	Project Administrator
JOB LEVEL	:	B5
SALARY	:	R 210 449 – R 315 673
REPORT TO	:	Programme/ Project Manager
DIVISION	:	NRCS: National & Regional Consulting
Department	:	Cluster Business Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal /External)

### Purpose of the job

To provide PMO/project/programme administrative support services throughout the programme/project/service life cycle.

### Key Responsibility Areas

- Provide Project Office Coordination and support in order to ensure smooth running of the project.
- Assist with administrative project activities, including meeting arrangements risk management updates, issue management updates and quality control.
- Project documentation configuration support.
- Provide administrative support the PM to ensure the execution of the project against the prescribed SITA project management methodology.
- Monitor the projects financial expenditure and revenue.

### Qualifications and Experience

**Minimum:** Matric and or a Certificate in Project management/Office management (NQF level 4)

Prince 2 Foundation and/or CAPM Certification and/or Agile PM Foundation will be an added advantage.

**Experience :** A minimum of 1-2 years' working experience in a project/Office administration management environment, including 1 year project/Office administration and support.

### Technical Competencies Description

**Knowledge of:** Public sector / Government organization; Information Technology management; ICT Services; Project management methodologies (PMBOK, Agile PM and/or Prince 2). 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 [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882

**Closing Date: 11 September 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 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 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.