



VACANCY

REFERENCE NR	:	VAC00373/25
JOB TITLE	:	Project Coordinator
JOB LEVEL	:	C3
SALARY	:	R 334 527 – R 501 790
REPORT TO	:	Project Manager
DIVISION	:	Provincial & Local Consulting Business Support
DEPARTMENT	:	LP Prov: PMO
LOCATION	:	SITA Polokwane
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

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

Key Responsibility Area

- Coordinate project activities of planning, monitoring and control as delegated by the Project Manager to ensure successful delivery of the project.
- Provide Project coordination and support in order to ensure smooth running of the project.
- Coordinate Project governance activities, including meeting arrangements, preparation of presentations, risk management, issue management, quality control.
- To provide configuration support of documents and audit projects before closure
- Provide coordination support to ensure the execution of the project against the prescribed SITA project management methodology.
- Assist the project manager to monitor and control the project's financial expenditure and revenue; to ensure delivery of the project expenditure and revenue lastly ensure delivery of the project within budget.
- Provide services of expert user
- Draw the reports from the system and prepare monthly reports.

Qualifications and Experience

Minimum: 1 – 2-year National Higher Certificate in Business Management/ Project management / Information Technology/ Computer Science and/or equivalent (NQF Level 5).

Certification: Prince 2 Foundation and/or CAPM Certification and/or Agile PM Foundation will be advantageous

Experience: A minimum of 3-4 years working experience in a project/programme management environment, including 2 years as programme/project 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.

Technical Competencies: Business Writing, Customer Relationship Management, General Administration, IT Project Management, Project/Programme Management,

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Disciplined, Resilience, and Stress Management.

Other Special Requirements

N/A

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: 30 April 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.