



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC00729/23</b>
<b>JOB TITLE</b>	:	<b>Project Administrator</b>
<b>JOB LEVEL</b>	:	<b>B5</b>
<b>SALARY</b>	:	<b>R 210 449 – R 315 673</b>
<b>REPORT TO</b>	:	<b>Project Manager</b>
<b>DIVISION</b>	:	<b>PMO</b>
<b>DEPT</b>	:	<b>Western Cape</b>
<b>LOCATION</b>	:	<b>Western Cape: Simons Town Navy Base</b>
<b>POSITION STATUS</b>	:	<b>2 Years Fixed term contract (Internal &amp; External)</b>

### 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

**Required Qualification:** Minimum Matric and a Certificate in Project management (NQF level 4).

Certifications: Prince 2 Foundation and/or CAPM Certification and/or Agile PM Foundation

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

1. To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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 [eRecruitmentSupport@sita.co.za](mailto:eRecruitmentSupport@sita.co.za)

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

**Closing Date: 20 May 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 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.
- CV`s sent to incorrect email address will not be considered