



VACANCY - 2311

REFERENCE NR	:	VAC00472
JOB TITLE	:	Project Administrator
JOB LEVEL	:	B5
SALARY	:	R 220 972 – R 331 457
REPORT TO	:	Project Manager
DIVISION	:	National and 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 Area

- Provide Project Office Coordination and support in order to ensure the 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 a Certificate in Project management/ or Office Administration (NQF level 4).

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

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.

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: 26 May 2025

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.