



VACANCY - 3148

REFERENCE NR	:	VAC00027/27
JOB TITLE	:	Project Coordinator
JOB LEVEL	:	C3
SALARY	:	R 351 254 – R 526 880
REPORT TO	:	Project Manager
DIVISION	:	Regional and Central Operations
DEPT	:	Cluster Business Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	5 Years Fixed term contract (Internal/External)

Purpose of the job

To provide PMO/project/programme coordination and support services throughout the programme/project/service life cycle, with particular focus on supporting the supply chain-related aspects and dependencies of programme and project delivery.

Key Responsibility Areas

Coordinate project activities of planning, monitoring and control as delegated by the Project Manager to ensure successful delivery of the project, including coordination and tracking of supply chain-related activities, requirements, dependencies and timelines.

Provide Project coordination and support in order to ensure smooth running of the project, including maintaining relevant transaction information, action logs, documentation and delivery trackers.

Coordinate Project governance activities, including meeting arrangements, preparation of presentations, risk management, issue management, quality control, including SCM-related risks, issues, actions and dependencies affecting project delivery.

Configuration support.

Provide coordination support to ensure the execution of the project against the prescribed SITA project management methodology, including follow-up and coordination with relevant internal stakeholders on procurement-linked project activities and milestones.

Assist the senior project manager to monitor and control the project's financial expenditure and revenue to ensure delivery of the project expenditure and revenue to ensure delivery of the project within budget.

Provide coordination and administrative support for the monitoring of supply chain-related project activities and transactions, including maintaining status information, tracking milestones and outstanding actions, following up with relevant stakeholders, and escalating delays or constraints to the Project Manager.

Registration of projects and closing them on ERP as super user.

Qualifications and Experience

Required Qualification 1 - 2-year National Higher Certificate in Business Management/ Project management / Information Technology/ Computer Science and/or equivalent (NQF Level 5). A qualification or formal training in Supply Chain Management, Procurement, Contract Management, Commercial Management or a related discipline would be advantageous.

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. Experience supporting projects involving Supply Chain Management, procurement, contracting, vendor management or related dependencies would be advantageous.

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; basic understanding of Supply Chain Management and procurement processes and their relationship to programme/project delivery.

Technical Competencies: Business Writing, Customer Relationship Management, General Administration, IT Project Management, Project/Programme Management, Project Monitoring and Reporting, Stakeholder Coordination, Supply Chain Management awareness and Vendor/Supplier Management support.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Disciplined, Resilience, and Stress Management; Sees beyond the task; takes initiative; follows through; flags problems early.

Other Special Requirements

The position is located within the Project Management Office and will primarily support the coordination and monitoring of supply chain-related aspects and dependencies of programme and project delivery. The role requires regular interaction with project teams, SCM and other relevant stakeholders but does not perform SCM procurement execution or decision-making responsibilities.

How to apply

Closing Date: 09 October 2026

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.
- 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.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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.