



## VACANCY RE ADVERTISEMENT

<b>REFERENCE NR</b>	:	<b>VAC01198 (RE 05)</b>
<b>JOB TITLE</b>	:	<b>Lead Consultant: Performance Monitoring &amp; Reporting</b>
<b>JOB LEVEL</b>	:	<b>D5</b>
<b>SALARY</b>	:	<b>R 986 492 – R 1 479 739</b>
<b>REPORT TO</b>	:	<b>Senior Manager Corporate Performance Monitoring &amp; Evaluation</b>
<b>DIVISION</b>	:	<b>Corporate and Digital Strategy</b>
<b>DEPT</b>	:	<b>Strategy Office</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To translate strategy plan by designing and analysing the Performance Measurements and to ensure monitoring and reporting of SITA strategic programmes and alignment with organisational mandate, legislative requirements, and best practices.

### Key Responsibility Areas

- Conducting ongoing monitoring and analysis to track performance against predetermined objectives and other SITA standards and provide;
- Corporate Performance monitoring and evaluation policies, plans and procedures
- Implement a reporting system that measures and reports actual achievement against a plan of all departments/divisions for all major project in SITA by conducting monitoring and assessment of the corporate performance in line with the annual plan
- Coordinate organisation wide Performance reporting.

### Qualifications and Experience

**Minimum:** Bachelor's Degree in Statistics, Business Administration, Economics or equivalent degree. Project Management certification would be an added advantage.

**Experience:** 8-10 years' overall work experience in a large corporate/public sector organisation, of which at least 5 years in Corporate Performance Management, Monitoring and Reporting.

### Technical Competencies Description

**Knowledge of:** General Management and operations responsibilities; Programme and Project Management; Performance Management; Strategic Planning; Report writing skills; Business Intelligence Capability; Monitoring and Evaluation Strategies; Risk Management Performance; Full analytical integration; Data analysis; Balanced Scorecard implementation and management of related information preferred. Business Writing skills and Project/Programme Management.

**Leadership competencies:** Collaboration, Communicating and Influencing, Planning and Organising, Creative Problem-Solving, Decision-making, Responding to Change and Pressure, Strategic Thinking, Outcomes driven.

#### **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 contact [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) OR call 080 1414 882**

**Closing Date: 14 June 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 Balanced Scorecard performance 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.