



VACANCY RE-ADVERTISEMENT

REFERENCE NR	:	VAC0717
JOB TITLE	:	Project Administrator
JOB LEVEL	:	B5
SALARY	:	R 210 449 – R 315 673
REPORT TO	:	Senior Manager
DIVISION	:	ADM - Planning and Organizing
DEPT	:	PMS – Application Development
LOCATION	:	SITA Centurion
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 Areas

- Provide Project Office Administration 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; and
- Monitor the projects financial expenditure and revenue.

Qualifications and Experience

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

2 years National Certificate in Project management/ Information Technology/ Computer Science and/or equivalent will be advantageous.

Certification: 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.

Other Special Requirements

N/A

How to apply

1. To apply please log onto the e-Government Portal: 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 the following people: Prudence.masola@sita.co.za, Puleng.Mnguni@sita.co.za and Zanele.sompini@sita.co.za

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

Closing Date: 19 January 2022

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.
- CV`s sent to the incorrect email addresses will not be considered