



## VACANCY - 2338

### Re - Advertisement

<b>REFERENCE NR</b>	:	<b>VAC01198/22</b>
<b>JOB TITLE</b>	:	<b>Consultant Project Management Training and Reporting</b>
<b>JOB LEVEL</b>	:	<b>D2</b>
<b>SALARY</b>	:	<b>R 651 627 – R 977 440</b>
<b>REPORT TO</b>	:	<b>Lead Consultant: PM Standards and Reporting (COE)</b>
<b>DIVISION</b>	:	<b>Corporate and Digital Strategy</b>
<b>DEPT</b>	:	<b>Enterprise Portfolio Management Office (EPMO)</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

Conduct online, classroom, and one-on-one training on SITA's project management methodology and systems to elevate the project management maturity across the organization. Play a key role in the development of project management standards, improving systems, project governance and performance measurement and reporting.

Note: This is a trainer position focused on project management education and development, not a project management practitioner role.

### Key Responsibility Areas

- **Training and Development:** Manage the development programme. Conduct online, classroom, and one-on-one training sessions on SITA's project management methodology and systems to elevate the project management maturity across the organization.
- **System Design and Implementation:** Support the design, development, and implementation process of Portfolio Programme and Project Management (PPM) systems to streamline governance, reporting, and PPM processes.
- **Standards and Processes:** Establish, refine, and uphold best practice project management standards and processes to bolster SITA's project and programme governance and performance.
- **Performance Measurement and Reporting:** Conduct performance measurement, analysis, and reporting on project and service portfolio performance to ensure alignment with organizational objectives.

### Qualifications and Experience

**Minimum:** 3-year National Diploma / Degree in a Business Management / Project Management / Information Technology/ Computer Science/ Education - at least NQF level 6.

Professional Certification: Project Management Professional (PMP) and/or Prince 2 Practitioner and/or Agile Project Management Certification will be advantageous.

**Experience:** 6 - 7 years working experience in a project/programme management office, including expertise in: 3 - 7 years Project Management training experience 3 - 7 years Project Governance and Project standards development and implementation experience 3 - 7 years Programme/Project Management.

## Technical Competencies Description

**Knowledge of:** Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance; Project Management Office (PMO) Management; Project management methodologies (PMBOK, Agile PM and Prince 2); PPM Governance; PPM Systems. Computer Literacy: SITA Business Planning system (BPS), Oracle ERP; Project Schedule Management (PSM); Oracle Time & Labour (OTL); MS Office; MS Projects.

**Technical Competencies:** Adult Basic Education and Training (ABET), Business Analysis, Business Intelligence & Analytics, Business Writing, Curriculum Development, Customer Relationship Management, Financial Accounting, General Administration, Human Capital Management, Enterprise ICT Governance (Policies & Legislation), Information Management, IT Project Management, IT Service Management, Knowledge Management, Product & Service Lifecycle Management, Project/Programme Management, Research & Innovation, Training and Development

**Interpersonal/behavioural competencies:** Active listening, Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, Empathy, Inclusivity, Resilience, Stress Management.

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

## Closing Date: 04 July 2025

## 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 the 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.