



VACANCY

REFERENCE NR	:	VAC00006
JOB TITLE	:	Senior Manager: Corporate PMO
JOB LEVEL	:	D5
SALARY	:	R 986 492 – R 1 479 739
REPORT TO	:	HOD: EPMO
DIVISION	:	Corporate & Digital Strategy
DEPT	:	EPMO
LOCATION	:	SITA Eramuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage the Corporate Project and Programme Management Office (PMO) that supports corporate programmes and projects related to internal business process optimisation and to deliver on SITA strategic initiatives not linked to a specific service delivery unit (supported by Divisional PMOs). Responsible for resource capacity planning and tracking effective resource utilisation of Project Management resources. To provide leadership to project/programme managers on the planning and execution of projects and programmes as per the prescribed methodologies and ensure compliance with organisational processes and procedures. Govern, monitor, and report on project compliance, performance and add value in influencing risks and managing dependencies that may impact project and programme success.

Key Responsibility Areas

- Manage the Corporate Programme Management Office (PMO) with the purpose to capacitate and support corporate programmes and projects related to internal business process optimization and to deliver on selected SITA strategic initiatives that is not linked to a specific service delivery unit (supported by Divisional PMOs).
- Provide Project Management Office Support by facilitating good Portfolio governance, including configuration management, contracting, Programme governance meetings, risk management, issue management, quality assurance and corporate governance adherence
- Effectively direct corporate programme/project managers to initiate, plan and execute on corporate projects and programmes on the prescribed systems and ensure compliance on organisational processes and procedures throughout the project/programme lifecycle.
- Direct and Manage Portfolio execution to ensure strategic alignment and successful delivery of the programme and subsidiary projects. successful delivery of the programme and subsidiary projects
- To maintain the portfolio's data sets in order to ensure proper governance and accurate quality management through consistent and accurate administration. (Internal business processes, learning and growth customer)
- Monitor and Report on Corporate programme and project performance against agreed KPI's.

Qualifications and Experience

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

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

Experience: A minimum of 8 - 10 years working experience, including expertise in: at least 4 years in a leadership role in a project management office, complex project management, or programme management environment; at least 4 years Project/Programme management experience as Snr Project /Programme Manager; at least 4 years working experience in an IT environment; and at least 4 years in public sector IT environment.

Technical Competencies Description

Knowledge of: Project Management Office (PMO) Management; Project management methodologies (PMBOK and/or Prince 2); Project management processes; PPM Governance; Resource Optimization; Public sector /Government organization; Information Technology management; ICT Services; System Engineering methods and Governance (Preferably ISO 12207 based).

Technical Competencies: Business Intelligence & Analytics; Business Writing; 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; IT Risk Management; Software Quality Management; Supply Chain Management; Vendor/Supplier Management; and Corporate Governance.

Leadership Competencies: Customer Experience; Collaboration; Communicating and Influencing; Honesty; Integrity and Fairness; Outcomes driven; Innovation; Planning and Organising; Creative Problem Solving; Bimodal IT Practice; Decision-making; Responding to Change and Pressure; and Strategic Thinking.

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

Other Special Requirements

N/A.

How to apply

Kindly forward your CV to: Thulisa.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 23 February 2022

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 balance score card 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 incorrect email address will not be considered