Vacancy Information Download	
Reference Number:	SITA/20240902/1862
BPS Vacancy Number:	VAC00009
Job Title:	Programme Manager
Job Level:	D5
Vacancy Type:	Internal & External
Salary Range:	R1035817.00 - R1553726.00
Organisation Name:	State Information Technology Agency
Division:	NRCS: National and Regional Consulting Services
Department:	NCS: HOD Cluster Business Management
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To manage one or more defined SITA Internal / External programmes according to the SITA Project Management methodology within a defined service/product/customer portfolio. To manage the project management office, business support office.

Responsibilities:

.Effectively applies programme management principles to Initiate and plan the programme.
.Direct and manage programme execution to ensure successful delivery of the programme and subsidiary projects.
.Plan and optimize the effective utilization of resources throughout the programme.
.Consolidate monitor and control programme and subsidiary project's work to ensure successful delivery of the programme's objectives within budget, scope, time and quality according to plan. Including integrated change control and configuration management.
.Consolidate, monitor and control costs and revenue to ensure the delivery of the programme and subsidiary projects within budget and profitability guidelines.
.Perform quality control of programme.
.To manage the provinces risk management, document & records management, ISO, internal audit reporting and ERP functions

Qualifications and Experience:

Minimum: 3-year National Diploma / Degree in a relevant discipline - at least NQF level 6
Certification: Project Management Professional (PMP) and/or Prince 2 Practitioner and/or Programme Management Professional (PgMP) and/or Advanced Practitioner (MSP - Managing Successful Programmes) will be advantageous.

Experience: A minimum of 8 - 10 years working experience, including expertise in:
   4 years in a leadership role in a complex project management or programme management environment
   4 years Project/Programme management experience as Project /Programme Manager
   4 years in a public/private sector IT environment.
   4 years in risk management, internal audit reporting, document configuration management, management of ERP transactions.

Knowledge:

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 Computer Literacy SITA Business Planning system BPS , Oracle ERP Project Schedule Management PSM Oracle Time Labour OTL MS Office MS Projects

Technical Competencies

Financial Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

Management Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

General Administration

Providing support for all SITA employees in administrative duties which include the tasks and activities that are part of the daily operations of the business.

Human Capital Management

The set of practices related to people resource management. These practices are focused on the organizational need to provide specific competencies and are implemented in three categories: workforce acquisition, workforce management and workforce optimization.

Supply Chain Management

The supply chain conceptually covers the entire physical process from ordering and obtaining the raw materials through all process steps until the finished product reaches the end consumer.

IT Project Management

The management of IT projects/programmes, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality. The adoption and adaptation of project management methodologies based on the context of the project and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

Project/Programme Management

The management of projects/programmes, typically (but not exclusively) involving the development and implementation of business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality. The adoption and adaptation of project management methodologies based on the context of the project and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

IT Risk Management

The planning and implementation of organisation-wide processes and procedures for the management of risk to the success or integrity of the business, especially those arising from the use of information technology, reduction or non-availability of energy supply or inappropriate disposal of materials, hardware or data.

Architecture

The creation, iteration, and maintenance of structures such as enterprise and business architectures embodying the key principles, methods and models that describe the organisation's future state, and that enable its evolution. This typically involves the interpretation of business goals and drivers; the translation of business strategy and objectives into an ?operating model?; the strategic assessment of current capabilities; the identification of required changes in capabilities; and the description of inter-relationships between people, organisation, service, process, data, information, technology and the external environment. The architecture development process supports the formation of the constraints, standards and guiding principles necessary to define, assure and govern the required evolution; this facilitates change in the organisation's structure, business processes, systems and infrastructure in order to achieve predictable transition to the intended state. Enterprise, Data, Technical, Solution, Business Architecture included

Product & Service Lifecycle Management

The active management of products or services throughout their lifecycle (inception through to retirement) in order to address market opportunities and customer/user needs and generate the greatest possible value for the business. The adoption and adaptation of product development models based on the context of the work and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

Research & Innovation

The systematic creation of new knowledge by data gathering, innovation, experimentation, evaluation and dissemination. The determination of research goals and the method by which the research will be conducted. The active participation in a community of researchers; communicating formally and informally through digital media, conferences, journals, books and seminars.

Vendor/Supplier Management

The alignment of an organisation?s supplier performance objectives and activities with sourcing strategies and plans, balancing costs, efficiencies and service quality. The establishment of working relationships based on collaboration, trust, and open communication in order to encourage co-innovation and service improvement with suppliers. The proactive engagement of suppliers for mutual benefit to resolve operational incidents, problems, poor performance and other sources of conflict. The use of clear escalation paths for discussing and resolving issues. The management of performance and risks across multiple suppliers (internal and external) using a set of agreed metrics.

Business Analysis

The methodical investigation, analysis, review and documentation of all or part of a business in terms of business goals, objectives, functions and processes, the information used and the data on which the information is based. The definition of requirements for improving processes and systems, reducing their costs, enhancing their sustainability, and the quantification of potential business benefits. The collaborative creation and iteration of viable specifications and acceptance criteria in preparation for the deployment of information and communication systems. The adoption and adaptation of business analysis approaches based on the context of the work and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

Customer Advocacy Management(Consultancy)

The provision of advice and recommendations, based on expertise and experience, to address client needs. May deal with one specialist subject area, or can be wide ranging and address strategic business issues. May also include support for the implementation of any agreed solutions.

Leadership Competencies

Customer Experience

Providing service excellence to internal and/or external clients by conducting a unified digital transformation of the customer experience.

Collaboration

Initiating, developing and maintaining cooperative relationships with individuals and groups within a particular business/ industry/ region. Relates to relationships with colleagues, customers, suppliers and shareholders

Communicating and Influencing

Exchanging information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes

Honesty, Integrity and Fairness

Demonstrating and supporting SITA?s ethics and values.

Outcomes driven

Setting and striving towards outcomes for self and/or others, measuring and communicating performance and taking corrective action without hesitation when not reaching desired results

Innovation

Generating viable, new approaches and digital solutions.

Planning and Organising

Developing, implementing, evaluating and adjusting plans to reach goals, while ensuring the optimal use of resources

Creative Problem Solving

Ability to identify problems, their root causes, interrelations between problems and find creative solutions to them

Bimodal IT Practice

The practice of managing two separate, coherent modes of IT delivery in the digital transformation context, one focused on stability and the other on agility.

Managing People and Driving Performance

Ability to create an environment that is enabling and empowering others to contribute successfully to the organisation

Decision-making

Ability to apply own judgement and make bold decisions in the context of varied levels of risk and ambiguity

Responding to Change and Pressure

Is flexible and adapts positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift

Strategic Thinking

Understands and processes complex information and exercises sound judgment, considering the situation, the issues, the key players, and levels of hierarchy involved. Proposes course of action that further the objectives, priorities and vision of the organisation

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensures information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements
N/A

How to apply
To apply please log onto the e-Government Portal: 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 http://www.eservices.gov.za/, then follow the below steps: 1. Click on "Employment & Labour"; 2. Click on "Recruitment Citizen"; 3. Log in using your username and password; 4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs; For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 12 Sep 2024

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