VACANCY ADVERTISEMENT

Vacancy Information Download	
Reference Number:	SITA/20241114/2032
BPS Vacancy Number:	VAC00793 (Re-advertisement)
Job Title:	Senior Project Manager
Job Level:	D3
Vacancy Type:	Internal & External
Salary Range:	R760490.00 - R1140736.00
Organisation Name:	State Information Technology Agency
Division:	Prov KZN Business Support Office
Department:	Prov KZN PMO
Employment Type:	Permanent
Location:	Pietermaritzburg
Number Of Openings:	1

Purpose of Job:

To manage complex SITA internal/external project(s) following the SITA project management methodology, within a defined service/product/customer portfolio under the supervision of a Programme Manager/Line Manager. To ensure effective management of the core business support environments.

Responsibilities:

. INITIATION PROJECT - Effectively applies project management principles to Initiate and Plan the project.
. MANAGE PRODUCT DELIVERY - Manage product delivery to ensure successful delivery of the project.
. PROJECT CONTROL - Monitor and Control project activities to ensure successful delivery of the project objectives within budget, scope, time and quality according to plan.
. PROJECT CONTROL-FINANCE - Consolidate, Monitor and control Project costs and revenue to ensure delivery of the Project within budget and profitability guidelines.
. PROJECT CONTROL-RISK - Monitor and Control project risks and issues.

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 Certification and/or Agile PM Practitioner or be able to certify within an agreed period.
Experience: A minimum of 7-8 years working experience, including: . At least 4 years Project management experience managing complex projects . At least 2 years management/supervisor experience managing human resources . At least 4 years in an IT environment, with preference for experience in the public sector

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

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 : 03 Dec 2024

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
1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
4 Only candidates who meet the requirements should apply
5 SITA reserves a right not to make an appointment
6 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
7 Correspondence will be entered to with shortlisted candidates only
8 CV s from Recruitment Agencies will not be considered
9 CV s sent to incorrect email address will not be considered

******NB: EMAILED CV'S WILL NOT BE ACCEPTED******