



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260414/2887
BPS Vacancy Number:	VAC0 0444/27
Job Title:	Junior Project Manager
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R455638.00 - R683457.00
Organisation Name:	State Information Technology Agency
Division:	ITI: Exec IT Infrastructure Services
Department:	ITI Hosting: Technology, Strategy and Security
Employment Type:	Permanent
Location:	SITA Centurion
Number Of Openings:	1

Purpose of Job:

To manage simple SITA internal/external project(s) following the SITA project management methodology, within ITI Hosting Cloud service/product/customer Line of Business under the supervision of a Programme Manager.

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
- PROJECT CLOSURE - Close Project according to company policy.

Qualifications and Experience:

Minimum: 3 Year National Diploma Information Technology / National First Degree in Business Management/Advanced Diploma in Project management // Computer Science or equivalent (NQF6).
Plus, Certified associate in project management (CAPM) and/or Prince 2 Foundation Certification and/or Agile PM Foundation. Practitioner Certification will be advantageous.

Experience: A minimum of 3 - 5 years working experience, including:

- At least 3-year Junior Project Management or Project coordination & Support,
- At least 3 years in an IT environment and
- At least 1 year in public sector IT environment.

Knowledge:

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. Computer Literacy: Oracle ERP systems; 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.

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.

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.

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.

Software Quality Management

Quality management establishes within an organisation a culture of quality and a system of processes and working practices to deliver the organisation's quality objectives. This involves the application of techniques for the monitoring and improvement of the quality of any aspect of a function, processes, products, services or data. The achievement of, and maintenance of compliance to, national and international standards, as appropriate, and to internal policies, including those relating to quality, service, sustainability and security.

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.

Corporate Governance

Company Secretary, Legal, Internal Audit, Risk management

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 ensure 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 : 23 Apr 2026

Disclaimer

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