



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20230214/725
BPS Vacancy Number:	VAC01139
Job Title:	Project Manager
Job Level:	D1
Vacancy Type:	Internal & External
Salary Range:	R558347.00 - R837521.00
Organisation Name:	State Information Technology Agency
Division:	NRCS: National and Regional Consulting Services
Department:	RPL: HOD Northern Region
Employment Type:	Contract
Contract Duration:	24-Months Fixed Term Contract
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To manage 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 PMO Manager Line 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 / Degree in Business Management/ Project management / Information Technology/ Computer Science or equivalent (at least NQF Level 6).

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

Experience: A minimum of 5 to 6 years working experience, including:
 At least 3 years Project management experience
 At least 3 years working experience in an IT environment and
 At least 3 years in public sector IT environment

Knowledge:

Public sector Government organization Information Technology management ICT Services System Engineering methods and Governance Project Management Office PMO Management Project anagement 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.

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.

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.

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.

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.

Stress Management

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

Additional Requirements

N/A (VAC01139)

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@sitaco.co.za or Call: 0801414882

Closing Date : 24 Feb 2023

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*****