



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230906/972
Advert Reference Number:	RBIDZ 26
Job Title:	ICT Project Management Specialist
Job Level:	Specialist
Vacancy Type:	Internal & External
Salary:	Negotiable
Department:	RICHARDS BAY INDUSTRIAL DEVELOPMENT ZONE
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Richards Bay
Number Of Posts:	1

Duties/Responsibilities:

People Management. Manage project stakeholder performance by ensuring effective and productive performance. Guide, coach and develop Project stakeholder by adhering to relevant policies and procedures and internal standards. Plan, organize, lead and control Contractors, subcontractors, and suppliers activities to ensure that objectives are met. Project Management. Manages assigned ICT projects to ensure adherence to budget, schedule, and scope of project. Develops, maintains, and revises proposals for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing. Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed. Establishes and implements project communication plans, providing status updates to affected staff and stakeholders. Collects, analyzes, and summarizes information and trends as needed to prepare project status reports. Performs other related duties as assigned. ICT Change Management. Develop deployment governance for Change Management and Organization Alignment (analysis, challenges/risks, project plans, roles and responsibilities). Manage the execution of all change leadership deliverables by acting as the technical organizational change management expert on the deployment team, including but not limited to people risk and impact analysis, leadership alignment and stakeholder engagement, deployment communications, security role mapping, cutover readiness, and hyper-care activities. Conduct relevant diagnostics as needed, which may include stakeholder analysis, learning needs assessment, change readiness assessment, communication assessment, etc, and share findings with the core project teams, project or program sponsors. Service Management. Develop and manage service delivery processes for a Cloud-hosted solutions for a bespoke software solution to agreed Service Level Agreements (SLAs). Develop, monitor, and manage service delivery SLAs. Implement, configure, and manage service and security monitoring tools. Develop and manage processes for introduction of new bespoke software releases and bug fixes into live service. Manage customer and per user setup and configuration requests. Be responsible for delivering processes and tools for adhering to security and privacy requirements. Introduce Service Management processes and tools for existing Microsoft Dynamics CRM and/ERP or any other legacy systems.

Qualifications and Experience:

● Grade 12● Degree in Information Technology/Computer Science/ Advanced Project Management Certificate or equivalent● Post Graduate Qualification● Information Technology/Computer Science or Management (advantageous) ● 3 years Operational Experience in Information Technology ● Valid Driver's License

Essential Knowledge, Skills and Competencies Required:

Experience in Microsoft platforms● Exposure and understanding of COBIT, ITIL, Prince 2 and ISO 27000 methodologies● Strategic technology deployments e.g ERP● Related Infrastructures (LAN/WAN), Data Communications● Skills: ● Leadership skills● Project Management Skills● Presentation skills● Report Writing Skills● Communication skills● Conflict handling skills. ● Contract Management● Business Acumen● People Management● Attributes; ● Ability to work in harmony with co-workers● Honesty● Flexibility● Strong work ethic Persistence & Determination

Additional Information

To apply, please follow a link <https://rbidz.mcirecthire.com/default/External/CurrentOpportunities>

How to apply

To apply please log onto the e-Government Portal: <https://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 <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
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: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 22 Sep 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.