

## INTERNAL AND EXTERNAL

**JOB TITLE:** ICT Programme Manager (12 Months FTCW)

**SALARY GROUP:** Senior Management

**LOCATION:** PRASA Corporate

**DEPARTMENT:** ICT

**POST NUMBER:** TBA

**REFERENCE:** R&S/PM/ICT/274

**DEPARTMENTAL MISSION:** To lead and manage ICT programmes.

### OUTPUTS:

#### Development of ICT governance framework

- Develop/establish and implement ICT Project Management policies, processes, standard methodologies, standards, practices, and procedures.
- Ensure:
  - consistency and compliance in ICT project management.
  - that audit recommendations are timeously addressed.
  - the implementation of project processes, controls, templates, etc.

#### Oversee ICT Projects

- Establish key performance indicators (KPIs) for project evaluation.
- Oversee the planning, execution, and delivery of all projects.
- Identify opportunities for process improvements and implement changes to enhance project delivery. Monitor project progress and ensure projects are on track and within scope.
- Assess project performance and implement adjustments.
- Evaluate financial aspects of projects, including return on investment and budget management.
- Manage risks on the overarching project portfolio and individual approved projects.
- Implement best practices to ensure that the organization derives optimum value and benefit realization throughout the programme lifecycle.

#### Management of resources

- Optimize resource allocation based on project priorities.
- Allocate and manage resources to ensure successful project execution.
- Lead and mentor a team of Project Managers and Administrators.
- Provide guidance, support, and training to team members.
- Manage vendors/suppliers' relationships to ensure they meet their obligations.
- Manage human and physical resources in line with the organizational policies, processes, and procedures.

#### Reporting

- Report on project status and performance.
- Communicate project updates and key metrics to relevant stakeholders.

### KNOWLEDGE:

- Project management methodologies, tools, and best practices
- Business acumen
- Prince 2/PMBOK knowledge
- MS Project

### SKILLS:

- Management
- Interpersonal
- Communication
- Analytical
- Problem-solving

### ATTITUDES:

- Detail oriented
- Customer-centric
- Tact and diplomacy
- Result oriented

### CAPABILITIES:

#### MINIMUM REQUIREMENTS:

- Bachelor's Degree in Information Technology/ BSC Information Systems or Engineering Technology Management or Computer Science (NQF 7)

<ul style="list-style-type: none"> <li>Financial, human, and supply chain management practices and processes</li> </ul>			<p><b>ADDED ADVANTAGE:</b></p> <ul style="list-style-type: none"> <li>Certification in Project Management</li> </ul> <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>10 years' ICT project management experience (managing multiple projects and third-party vendors on technologically complex enterprise solutions) of which a minimum of 4 years should be at the management level</li> </ul>						
<p><i>Please apply by completing an internal application form and submitting this together with your complete CV to: Manager: Recruitment &amp; Selection: PRASA, Private Bag X101, Braamfontein, 2017, Or 1<sup>st</sup> Floor, PRASA Umjantshi House, 30 Wolmarans Street, Braamfontein. For the attention of: Katleho Musa or e-mail <a href="mailto:kmusa@prasa.com">kmusa@prasa.com</a></i></p>			<p><b>CLOSING DATE: 05<sup>th</sup> December 2023</b></p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p>						
<p>By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy. PRASA shall take all reasonable measures to protect the personal information of candidates/applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI") A copy of PRASA's Privacy notice is available on the website or on request.</p>									
<p><b>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</b></p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p><b>MALE</b></p>				<p><b>FEMALE</b></p>			
		<p>African X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White</p>	<p>African X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White X</p>