



IT PROJECT MANAGER

(Payclass 11)

Technology Services Properties & Services Department

The Technology Services team within Properties & Services seeks to attract an IT Project Manager on a permanent basis, who will be responsible for the planning, initiation, implementation, and management of IT projects in the Technology Services unit. The role reports to the Director of Technology Services.

The ideal candidate would be passionate about technology and dedicated to service provisioning, value delivery and customer satisfaction. He or She would need to work both collaboratively and independently and display initiative in a fast-paced environment where accomplishments contribute directly to the success of UCT's strategic objectives.

Appointment to this position will require:

- At least an NQF Level 6 qualification in Information Systems, IT Management, Business Studies, or a related field with project management certification;
- At least 6 years of relevant IT Project Management experience in an enterprise (large/complex) IT environment;
- At least 6 years' experience in managing project teams / virtual teams of at least 5 people;
- A proven track record of effectively managing a portfolio of projects consisting of hardware/infrastructure and systems-related ICT projects (across the project lifecycle from initiation through to closure).
- Strong proficiency in Project Management disciplines such as Project Management Body of Knowledge (PMBOK), Prince2 and both the Agile (SAFE) and Systems Development Lifecycle (SDLC).
- A proven track record of managing third party technology partners / service providers;
- Solid knowledge of the ICT industry;
- A track record of effective leadership;
- Strong planning, organizing, coordinating and work management skills;
- Strong elicitation, facilitation and communication skills;
- Strong competence in project management software, project reporting and organizational change management;
- Ability to build and maintain strong relationships with diverse stakeholder groups (e.g. from executive management through to technical staff);
- Ability to work effectively within project governance structures and produce appropriate project artefacts;
- Business acumen and proven experience with project financial management and budgets;
- Excellent oral and written communication and presentation skills.
- Energy, drive and enthusiasm.

The following would be to your advantage:

- A post-graduate diploma or formal certification in project management (at practitioner level);
- Familiarity with the general business processes within the Higher Education sector;
- Ability to mentor and train colleagues and contribute toward continual improvement in the PPM;

Responsibilities:

- Develop project charters and plans that clearly define project goals, planned benefits, scope, time frames; funding requirements, staffing / resource requirements; risks, issues, dependencies, and constraints.
- Execute and direct project tasks to meet deliverables within agreed timelines.
- Effective monitoring and evaluation of project deliverables against planned quality, business, functional and technical requirements, and timely interventions to rectify unacceptable deviations
- Manage project resources including coordinating recruitment and assignment of project resources, producing and managing project budgets, reports and cashflow forecasts.
- Stakeholder management and engagement with all project stakeholders, including the activities and outputs of external, third-party resources, change management initiatives and plans, etc.

The annual remuneration package for 2021, including benefits, is negotiable between **R 638 396 – R 751 052**.

To apply, please e-mail the below documents in a **single pdf file** to Mrs Natasha Khan at recruitment07@uct.ac.za

- UCT Application Form (download at <http://web.uct.ac.za/depts/sapweb/forms/hr201.doc>);
- Cover letter;
- Curriculum Vitae (CV);

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 650 3012

Website: www.staff.uct.ac.za/staff/services/properties-services

Reference number: E210399

Closing date: 26 November 2021

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.