

**NOTES**

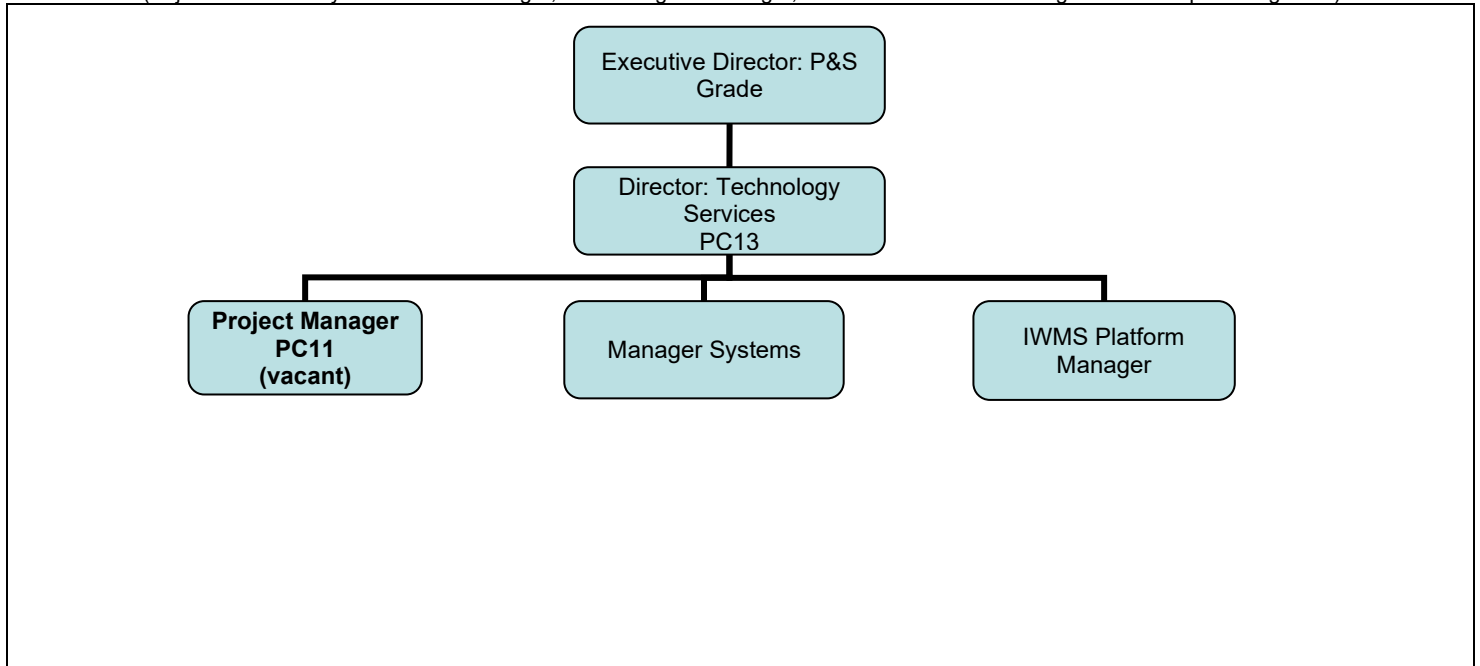
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Project Manager		
Job title (HR Practitioner to provide)			
Position grade (if known)	11	Date last graded (if known)	
Academic faculty / PASS department	Properties and Services		
Academic department / PASS unit	Technology Services		
Division / section	Programme and Projects		
Date of compilation	12/02/2021		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of the Project Manager position is to assume responsibility for the initiation, planning, design, execution, monitoring & controlling and closure of P&S Technology Services projects at the University of Cape Town to enable and support the University's strategic objectives.

**CONTENT**

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
<p align="center"><b>1</b></p> <p align="center"><b>Strategic Project Management</b></p>	<p align="center">70%</p>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Coordinate recruitment and assignment of project resources;</li> <li>• Assign duties, responsibilities and scope of authority to project resources;</li> <li>• Identify and schedule project deliverables, milestones and tasks;</li> <li>• Coordinate and direct project tasks to meet deliverables within agreed timelines;</li> <li>• Produce project documentation / artefacts in alignment with the P&amp;S Technology Services Project Management framework and standards;</li> <li>• Ensure effective communication to the project teams, internal and external stakeholders, partners / suppliers and other constituents;</li> <li>• Facilitate the timeous procurement / acquisition of required equipment, goods and services;</li> <li>• Validate delivery of goods and services and facilitate the processing of payments;</li> <li>• Facilitate the negotiation and sign-off of Commercial agreements / Service Level Agreements (SLA's) between the University and external third parties;</li> <li>• Prepare and present plans, updates and status reports to relevant stakeholders;</li> <li>• Ensure effective risk management – identify and assess risks, facilitate the design and implementation of mitigating actions and/or contingency plans and manage activities through to conclusion;</li> <li>• Facilitate cross-functional workshops and meetings with project stakeholders;</li> <li>• Escalate project risks and issues, where appropriate, via defined management / governance structures to facilitate successful project outcomes;</li> <li>• Manage proposed changes to project parameters – e.g. scope, budget, schedule – via the appropriate management and/or governance structures;</li> <li>• Facilitate the development of organisational change management plans as an enabler for strategic / high-impact projects and facilitate the effective execution thereof.</li> </ul>	<ul style="list-style-type: none"> <li>• The University's strategic objectives are enabled and supported through the execution of the P&amp;S Technology Services Project Portfolio.</li> <li>• Project goals, scope, costs, tasks and milestones, timelines, resource requirements, planned benefits, risks and issues are clearly defined and captured in a project plan against which progress and status is monitored and reported on.</li> <li>• Projects are adequately resourced / capacitated.</li> <li>• Project deliverables are managed effectively and implemented successfully.</li> <li>• Project goals are accomplished and benefits realised, in line with business objectives.</li> <li>• Effective Communication and engagement of the various stakeholder groups across the University's management and governance structures.</li> <li>• Sponsorship, support, buy-in and adoption of changes and outcomes resulting from successful project delivery.</li> </ul>

2	<b>Budgeting &amp; Financial Management</b>	5%	<ul style="list-style-type: none"> <li>• Prepare project budgets and cashflow forecasts;</li> <li>• Manage and report on expenditure against approved budget;</li> <li>• Conduct variance analysis of expenditure against budget and take necessary steps to ensure adequate project funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Optimisation of project costs and cashflow;</li> <li>• Projects successfully completed within Budget;</li> <li>• Benefits / Value realised according to plan;</li> <li>• Satisfactory returns / feedback on investments in the Technology Services Project Portfolio.</li> </ul>
3	<b>Team Management</b>	10%	<ul style="list-style-type: none"> <li>• Establish effective working relationships with all project stakeholders;</li> <li>• Provide leadership and motivation to project team members throughout the project life cycle;</li> <li>• Plan team resource needs; allocate, supervise and review work</li> <li>• Establish focus, build consensus and resolve potential conflicts.</li> <li>• Co-ordinate the activities and outputs of external, third party resources to optimise the value derived from their engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong Team Morale</li> <li>• Collegial stakeholder relationships</li> <li>• Effective and timeous execution of planned deliverables</li> <li>• Optimised allocation and utilisation of project team resources</li> <li>• Minimized staffing concerns</li> <li>• High client/stakeholder and team satisfaction feedback</li> <li>• Strong partner / vendor relationships</li> </ul>
4	<b>Monitoring &amp; Evaluation</b>	10%	<ul style="list-style-type: none"> <li>• Effective monitoring and evaluation of project deliverables against planned quality, business, functional and technical requirements and timeous interventions to rectify unacceptable deviations</li> <li>• Effective monitoring and evaluation of progress against the project schedule and exercising appropriate control to keep the project on track.</li> <li>• Effective monitoring and evaluation of project risks and issues, and facilitating the implementation of appropriate mitigating activities and/or contingency plans.</li> <li>• Contribute toward Quality Assurance assessments of projects and develop and implement appropriate interventions / improvement plans to address identified weaknesses.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieving and maintaining agreed Quality standards for projects;</li> <li>• Timeous identification of deviations from planned specifications and effective implementation of mitigating interventions to ensure successful project outcomes.</li> </ul>
5	<b>Service Improvement &amp; Innovation</b>	5%	<ul style="list-style-type: none"> <li>• Participate in internal and external, professional activities to maintain knowledge on developments in the Project Management field;</li> <li>• Contribute toward improvement / enhancement of project management techniques and procedures used by Technology Services.</li> </ul>	<ul style="list-style-type: none"> <li>• New initiatives are developed and implemented to improve the effectiveness and efficiency of Project Management techniques and procedures and are adopted into the Technology Services Project Management framework.</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	NQF Level 6 qualification in Information Systems or Business Studies with project management certification. A post-graduate diploma or formal certification in project management (at practitioner level) is highly desirable.			
Minimum experience	<ul style="list-style-type: none"> <li>At least 6 years of relevant IT project management experience in an Enterprise (large/complex) IT environment;</li> <li>At least 6 years' experience of successfully managing the initiation, planning, design, execution, control and closure of ICT projects with budgets of at least R2m.</li> <li>A proven track record of managing both hardware/infrastructure and systems-related projects</li> <li>At least 6 years' experience in managing teams of at least 5 people.</li> <li>A proven track record of managing third party technology partners / service providers.</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Project Management skills and use of best-practice, project management methodologies;</li> <li>Strong Planning, Organising, Co-ordinating and Work Management skills;</li> <li>Strong Analytical and Numeracy Skills</li> <li>Strong Elicitation, Facilitation and Communication skills;</li> <li>Ability to work effectively within project governance structures;</li> <li>Ability to establish focus, foster strong working relationships and build consensus with diverse stakeholder groups;</li> <li>Ability to adapt and work effectively in dynamic, fluid environments to deliver results amidst ambiguity / states of transition.</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Strong proficiency in the Project Management Body of Knowledge (PMBOK) and both the Agile (SAFE) and Systems Development Lifecycle (SDLC).</li> </ul>			
Professional registration or license requirements	<ul style="list-style-type: none"> <li>Project Management Institute (PMI) membership recommended.</li> </ul>			
Other requirements	<ul style="list-style-type: none"> <li>Integrity and good financial stewardship to manage project budgets and expenditure.</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking & creative Problem solving	3	Information Management	2
	Building Partnerships	2	Meeting facilitation / leadership / participation	3
	Communication	3	Planning & organising / work management	3
	Decision-making / Judgement	2	Professional Knowledge and Skill	3
	Follow Up	3	Resource Management	3
	Individual Leadership	2	Results focused	3

### SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> <li>Project Management as per defined Project Management framework;</li> <li>Facilitating the development and execution of Change Management plans on identified Strategic / high-impact projects</li> </ul>
Amount and kind of supervision received	<ul style="list-style-type: none"> <li>Bi-weekly work review by line manager; Monthly review by divisional director.</li> </ul>
Amount and kind of supervision exercised	<ul style="list-style-type: none"> <li>Supervises virtual project teams comprising of technical and non-technical internal stakeholders (e.g. constituents from the Academic, Research and PASS communities) and external stakeholders;</li> </ul>
Decisions which can be made	<ul style="list-style-type: none"> <li>Assignment of resources and tasks, and acquisition of goods and services according to approved Project Charters, Project Schedules, Project Budgets and Project Plans.</li> </ul>
Decisions which must be referred	<ul style="list-style-type: none"> <li>Deviations from approved plans / specifications, and that exceed agreed contingency thresholds (where applicable).</li> </ul>

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff at all levels of the University; Executive Project Sponsors at senior / executive level.
External to UCT	Third party Vendors; research partners; technology partners / service providers; external donors, sponsors, and funders.