

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

1 November 2018

The following vacancy exists at NSFAS.

Position	Project Managers	Type & Grade	Permanent, (Grade 11)
Vacancy No	55 of 2018/2019		
Department & Unit	Business Transformation and Enablement Department		

POSITION OVERVIEW

Reporting to the Senior Manager: Projects role will be responsible for the following main areas:

- Management of all NSFAS PMO Projects/Sub-Projects.
- Ensuring: Integration, Coordination, Timing and consistency of process throughout.
- Planning, monitoring, tracking and controlling the performance of a project against the agreed baseline
- Communicate to all project stakeholders the status and performance of projects
- Resource management

RESPONSIBILITIES

- Overall management and co-ordination of the programme of projects
- Contributing to strategy, policy and procedure around project management
- Managing co-ordination of the partners and working groups engaged in project work
- Resolving cross-functional issues at project level
- Working closely with users to ensure the project meets business needs
- Budgetary control of the programme of projects
- Monitoring of, and responding to, issues at the programme level
- Providing regular status report to the project board



- PMO office will take overall responsibility for ensuring that project plans for maintenance of the project plan are updated
- Provides administrative support to Project Managers

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's degree in Information Systems, Commerce or Computer Science
- 5-7 years' experience as a project manager

Beneficial skills and experience:

- Experience in the management of ICT Development (Agile/Scrum) and Infrastructure projects using Prince2/PMBOK Methodology.

Core Competencies:

- Planning and execution
- Resource planning and management (financial)
- Transition management
- Personal development & self-management
- Team development
- People and performance management
- Managing technical skills development
- Communication
- Customer service (internal and external)
- Proactive SLA management
- Knowledge sharing and transfer
- Organising and presenting information
- Effective judgment and decision making

REMUNERATION & BENEFITS

Remuneration Package:	R 697 011 – R 821 052 Total Cost to Company per annum inclusive of all benefits and company contributions.
Benefits and Conditions:	Compulsory Medical Aid, Pension Fund & Annual Bonus Included in the above remuneration is the company contribution to our compulsory pension fund (15%), medical aid contributions and an annual bonus.
Closing date:	15 November 2018

PLEASE NOTE

NSFAS do not consider late applications

Internal NSFAS Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Thokozile Mnikina via email jobs@nsfas.org.za

NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful

EMPLOYMENT EQUITY:

NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios.

RECOGNITION OF PRIOR LEARNING:

NSFAS may recognise experience in lieu of the Minimum Stipulated Formal Qualifications on condition that the Experience is Specific, Relevant and Appropriate for the vacant position as part of Recognition of Prior Learning (RPL) measures. The assessment of suitability is at the sole discretion of NSFAS, and no further correspondence would be entered into regarding the outcome. In this regard, candidates are required to include this aspect in their motivation letter for consideration, and may be required to undergo a competency evaluation prior to appointment

