

Job Specification & Recruiting Profile of Vacancy

17 December 2019

The following vacancy exists at NSFAS in Cape Town.

Position	Project Manager x 2	Type & Grade	1 x Permanent 1 x Fixed Term Contract (12 months) Grade: 11
Vacancy No	134 of 2019/20	Department & Unit	Business Enablement

POSITION OVERVIEW:

It is expected that the Project Manager will be an individual who is energetic, dynamic, a self-starter, keeping abreast of current trends in technologies to assist NSFAS in meeting their demanding roll out strategy. While active in project lifecycle management, he/she will foster an environment of accountability, excellence, collaboration, continuous improvement and innovation among the staff and will demonstrate fiscal responsibility.

RESPONSIBILITIES:

Given the student-centred model implementation with its resultant vibrant, technologically savvy and results-orientated organisational culture, the following Key Performance Areas will be expected:

- Overall management and end-to-end co-ordination of programmes and/or large-scale enterprise-wide projects within NSFAS, including process improvements initiatives;
- Compliance project governance, policy and procedure around Project Management Office;
- Managing coordination of project sponsors, partners and working groups engaged in project work;
- Resolving cross-functional issues at programme level;

- Working closely with internal and external stakeholders to ensure the programme(s) and projects meet business needs;
- Budgetary control of all projects assigned;
- Risk management at programme level;
- Managing dependencies of projects at programme level;
- Providing regular status report to the PMO Manager and other governance groups;
- Take overall responsibility for ensuring that project plans are updated using the Project management Tools identified and work is executed according to agreed plans.
- Ensure that all project documentation is approved and signed off by respective project sponsors;

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's degree in Business Management, Information Systems, Commerce or Computer Science
- 8 - 10 years' experience as a Project Manager

Beneficial skills and experience:

- Experience in the management of large- scale enterprise-wide projects and/or programmes.
- Knowledge of industry standards and/or methodologies including ITIL, COBIT, etc
- Experience in Agile methodologies like SCRUM will be an added advantage.

Core Competencies:

- Planning and execution of complex and large business projects.
 - Resource planning and cost management.
 - Personal development & self-management.
 - Team development and mentoring.
 - People and performance management.
 - Communication and presentation skills.
 - Customer service (internal and external).
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- Proactive SLA management.
 - Knowledge sharing and transfer.
 - Organising and presenting information.
 - Effective judgment and decision making.
 - Change Management.
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REMUNERATION & BENEFITS

R 731 862 – R862 105 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 06 January 2020

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 do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. 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.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

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