



IT PROJECT MANAGER

IT GOVERNANCE SERVICES DIVISION

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

The University of Cape Town (UCT) has consistently been ranked as the No.1 public university in South Africa and in Africa and is currently placed in the top 1,4% of universities globally by the Centre for World University Rankings (CWUR) in their current 2023 Global 2000 list (<https://www.news.uct.ac.za/article/-2023-05-16-uct-ranks-in-top-14-of-universities-worldwide>).

A university-wide ICT Strategy has recently been approved that underpins, enables, and supports the Institution's Strategic goals and objectives encapsulated in its VISION 2030.

The next step in this exciting journey is the execution of the ICT Strategy Implementation Plan and to this end we are seeking to appoint two (2) seasoned, senior IT Project Managers (PMs) in the Information and Communication Technology Services (ICTS) department. One of the positions is a permanent post, the other a 3-year full time, fixed term contract.

Both positions will report to the Manager of the IT Project Management Office within the IT Governance Services Division.

A hybrid - remote working model is on offer with the majority of work conducted virtually. However, occasional, in-person engagements will be required onsite at the Cape Town-based offices and staff are responsible for their travel/commuting costs.

The environment is values-based, results-driven and one where team members are trusted, supported, and empowered to deliver and grow, where a healthy work-life balance is promoted, contributions are valued, and achievements are recognised. Integrity, accountability, professionalism, commitment to team and service-centricity are at the core of our ethos.

The main purpose of the Senior IT Project Manager role is to effectively lead and oversee complex ICT-related projects through their entire lifecycle (from initiation to closure) using a combination of Waterfall and AGILE Project management methodologies, depending on the nature of the project.

The role requires seasoned Project Management professionals with a strong background in IT, excellent leadership, interpersonal and communication skills, and a proven track record of successfully managing projects in an Enterprise (large, complex) environment.

As a senior IT Project Manager, you will have the opportunity to participate in a diverse range of projects and will be required to collaborate with cross-functional teams and diverse stakeholders within the University's ecosystem to ensure the successful delivery of projects on time, within budget, and that deliver measurable value for the institution.

Key Performance Areas (KPA's) include:

- Project Initiation & Planning
- Project Execution and Monitoring
- Project Risk Management
- Project Resource Management
- Stakeholder Engagement
- Project Quality Assurance
- Change Management (Project & Organisational Change)
- Project Budget Management
- Vendor Management
- Project Documentation & Reporting
- Continual Improvement / Team Culture



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REQUIREMENTS FOR THE JOB:

- At least an NOF level 6 qualification (a 1-Year full-time Diploma / Advanced Certificate) in Information Systems, IT Management, IT Project Management, or a related Business field **PLUS** a minimum of 8 years' relevant IT Project Management experience; **PLUS**
- An accredited / industry-recognised, Project Management Certification;
- A proven track record of successfully delivering projects in Enterprise environments (large, complex environments) working with diverse stakeholder groups including 3rd party technology partners / service providers;
- Excellent leadership and communication skills with the ability to lead, influence and motivate cross-functional teams.

ADDITIONAL REQUIREMENTS:

- A strong grasp of the Systems Development Lifecycle;
- A proven track record of establishing effective project governance, and producing and maintaining required project documentation and artifacts;
- Excellent oral and written communication skills including report-writing;
- Strong planning, organizing, coordinating and time management skills;
- Strong group facilitation and presentation skills;
- Medium to advanced proficiency in the use of industry-recognised project management software.

The following are not essential but would be to your advantage:

- Experience in the South African Higher Education Sector;
- Experience in implementing Organisational Change Management (OCM) as an enabler for successful delivery of high-impact projects;

REMUNERATION & BENEFITS:

- The all-inclusive Cost of Employment (CoE) remuneration package on offer is negotiable depending on experience, ranging between R711,800 p/a to R837,500 p/a.
- Opportunities to earn annual incentive bonuses.
- A hybrid-remote working model.
- Opportunities for professional growth and development.
- Subsidised studies at UCT and UCT's Graduate School of Business (GSB) for staff, their spouse/life partner, and dependent children.
- Discounted tuition fees for staffs' dependent children at UCT Online High School (OHS).
- Annual study and exam leave (not accrued).
- Relocation assistance for successful candidates relocating from outside the Western Cape.



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To apply, please submit the following documents in pdf format to: icts-jobs@uct.ac.za **before the submission deadline of 9am on Tuesday 28 November 2023.**

- UCT HR201 Application Form (download from <https://forms.uct.ac.za/hr201.doc>)
- A Cover letter supporting your application;
- Your Curriculum Vitae (CV);
- Copies of relevant qualifications and certifications;

An application that does not comply with the above requirements may not be considered.

Please Note: Only shortlisted candidates will be contacted within two (2) weeks from the closing date and may be required to undergo a competency-based test.

Reference number: E231065
Telephone: 021 650 3012
Website: <https://uct.ac.za/staff/general-vacancies>
Closing date: 28 November 2023

"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.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.