



# PROGRAMME MANAGER

(Payclass 12; Permanent)

## Technology Services Properties & Services

The Technology Services Division within Properties and Services (Campus Real Estate Services) is seeking an IT Programme Manager to manage the detailed coordination and delivery of multiple related IT projects and high value programmes concurrently underway.

The programme manager will be part of the Change team responsible for the physical execution of the digitisation journey UCT has embarked on and leads the team of various specialist IT resources needed to deliver on the expectations of the Product Owners within Properties and Services.

The environment consists of multiple disruptive technology projects and a complex digitisation journey being delivered within Properties and Services, which aims to transform the physical campus into the university of the future by means of world class operations systems (IWMS), Life and safety systems and an aggressive IOT strategy linked to smart buildings.

### Requirements for the job:

- A Bachelor's level degree, preferably in IT and Information Systems, Programme/Project Management or equivalent NQF-7 qualification.
- 10 years extensive experience in the field of delivering IT change programmes.
- 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.

**Must have Knowledge of the following:** Proficiency in the Project Management Body of Knowledge (PMBOK), the Systems Development Lifecycle (SDLC) and AGILE project management frameworks.

**Advantage:** It would be advantageous if the experience includes Real Estate Systems or facilities management project management.

### Reporting to the Director of Technology Services, some of the responsibilities of this position will include:

- Champion Agile Program Management as way of managing, planning, and coordinating interrelated work to emphasize the delivery of value for teams, stakeholders, and the university.
- Ensure alignment between the respective departments and the IT portfolio of change.
- Support the Technology Services Director with the process of prioritising and categorization of projects by contributing an informed view on the current demand on resources and the impact to the project pipeline for the planned changes.
- Contribute towards the development of 2-3-year execution plans for the Technology Services Division by providing a view on potential improvements in existing products, processes and services.
- Work with internal audit to scope assurance reviews and audits. Own and agree remedial actions for audit findings related to project implementation.
- Work with project management office within UCT ICTS to improve tools and methods and to share learning and best practices.
- Agree and manage operational service levels with internal partners.
- Develop Programme dashboards to monitor the delivery of all the projects in the portfolio including showing the interdependencies and the consolidated change impacts.

- Assisting Technology Services Director drive the adoption of Smart Buildings to realise a fully digital physical campus.
- Direct Management of the core Integrated Workspace Management Programme completion

The annual cost of employment, including benefits is between **R 961 360 and R 113 1011**

**To apply**, please e-mail the below documents in a **single pdf file** to Mr Ian Petersen at [recruitment02@uct.ac.za](mailto:recruitment02@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position
- Curriculum Vitae (CV) including a one paged executive summary.

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test and pre-placement medical tests.

**Telephone:** 021 650 2163

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E230395

**Closing date:** 14 January 2024

*"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](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.