

## JOB SPEC

ROLE:	ICT PROJECT MANAGER
REPORTING TO:	MIT COO
LOCATION:	SANDTON
<b>DURATION:</b>	<b>PERMANENT</b>
SALARY:	MARKET-RELATED
START DATE:	ASAP

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### Short Job Description

The ICT Project Manager will be responsible for the planning, organizing, directing, controlling and coordinate quality accredited ICT projects. They are accountable for day-to-day operations of resourcing, scheduling, prioritization and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budgets.

### Responsibilities of the role

- Coordinating meetings between team members and monitoring their ongoing progress
- Ensuring the team has resources available to complete tasks
- Ensure all projects are delivered on time within the stipulated scope and budget
- Lead the initiation and planning of a project and ensure technical feasibility
- Ensure resource availability and allocation
- Develop a detailed plan to monitor and track the progress of the project
- Coordinate with internal and external parties for the flawless execution of projects
- Manage relationships between clients and stakeholders
- Measure project performance using appropriate project management tools
- Perform risk management analysis to reduce project risks
- Resolve conflicts and obstacles to keep the project on track
- Make changes to the project based on reports, feedback, and updates.
- Report and escalate to upper management as and when needed
- Create and maintain a comprehensive project documentation

### Minimum Requirements

- A bachelor's degree in IT, computer science, or a related field.
- Project Management qualification.
- Relevant project management related experience.

### Competencies

- Over 10 years' experience
- Organized with attention to detail.
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Thorough understanding of project management principles and planning
- Thorough understanding of information technology procedures and practices

Interested candidates can email their response or applications to [info@masetlaoka-it.co.za](mailto:info@masetlaoka-it.co.za).

*Due to the large number of applications we envisage receiving, only short-listed candidates will be contacted. Should you not receive a response within 2 weeks please regard your application as unsuccessful.*