

Title	Project Manager Ref: NMCH 0119
Salary package	Level 11 R657 558 – R 774 576 TCE package per annum (DPSA salary scales)
Reporting structure	IT Director
Closing date	9 January 2019

SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF JOB

The project manager assumes responsibility and accountability for managing all strategic IT projects, establishing and maintaining a project management culture in NMCH, as well as establishing the governance and standards for a project management office (PMO).

NMCH uses SAP as the main ICT system for the hospital, therefore most ICT projects will either involve SAP directly or other hospital systems that interface with SAP.

LIST OF DUTIES AND RESPONSIBILITIES

- Perform project and integration management of all NMCH strategic ICT projects.
- Adhere to the standard project management process of initiating, planning, executing, monitoring & controlling, and closing projects.
- Agree on the project delivery processes, methodology and standards with Functional Manager, Project Owner and Project Sponsor.
- Enforce adherence to the Problem and Change Management processes and procedures in order to ensure that the quality and integrity of the system is maintained.
- Adhere to NMCH IT architectural direction and maintain the overall integrated solution design as well as integration of the overall functional business solution.
- Resolve integration issues and facilitate agreement regarding team boundaries and integration points.
- Enforce meeting of target dates through regular feedback and review, identification and correction of deviations, changes to project plans and communication to all stakeholders.
- Plan, review and testing of all deliverables.
- Evaluate test results and quality of deliverables.
- Manage changes/scope creep - keep a change register, analyse all change requests, compile change cost estimates and change impact analysis. Implement changes only upon approval.
- Work with multiple projects simultaneously.
- Assemble and coordinate each project team.
- Manage project resource allocation.
- Implement and manage the relevant governance frameworks, related policies, procedures and standards.
- Develop project dashboards and produce project performance reports.
- Establish a project management culture and capability.
- Build inter-departmental relationships to ensure quality, relevant and responsive service.

- Ensure effective management of external IT support contracts and service level agreements.
- Foster partnership with customers/stakeholders/sponsors.

QUALIFICATIONS AND EXPERIENCE

- A minimum of 5 years relevant experience as a ICT Project Manager.
- A minimum of 10 years ICT environment experience.
- ICT degree or equivalent tertiary qualification.
- Project management qualification (PMP) or equivalent required
- PMO experience preferred
- Proven experience in all project management knowledge areas (integration, scope, schedule, cost, quality, resource, communications, risk, procurement and stakeholder management)
- Proficiency in project management software

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED

- Excelled written and verbal Communications Skills.
- Ability to advocate, motivate and influence others to gain their support and commitment.
- Ability to establish and manage relationships with internal staff and external stakeholders.
- A strong business acumen; general understanding of business principles and how they apply to the department's operational needs.
- Demonstrate resilience in a range of complex and demanding situations.
- Ability to prioritize tasks and perform in a fast-paced environment.
- Must possess advanced leadership, facilitation, teaching, presentation, written and verbal communication skills necessary to collaborate with senior and junior staff members, lead and execute quality improvement initiatives.
- Knowledge of both theoretical and practical aspects of project management.
- Knowledge of project management techniques and tools.
- Analytical and strong organizational skills.
- Proven leadership skills
- The ability to work independently
- Coping with pressure and setbacks
- Achieving personal work goals and objectives
- Will be subjected to MIE vetting process

APPLICATION PROCESS

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Lorraine at vacancies@nmch.org.za

NB – Please state the reference number relevant to the position applied for. Applications without reference number will NOT be considered. Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful.