

Position Title: Senior Project Manager
Position reports to: Line Manager
Direct Reports: N/A
Office Location: Adapt IT Durban Campus

PURPOSE OF THE POSITION

The purpose of the role is to render project management services to meet identified business needs, acquiring, utilising and managing the necessary resources and skills, within agreed parameters of scope, cost, timescales, and quality

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Client/Stakeholder management, communication and relationship management/building
- Leads and directs multiple projects
- Set standards for project management tools and techniques, advise on their application and ensure compliance.
- Develop/plan and manage/monitor project scope, timeline, budget, procurement, risk, quality, communication, resources and integration plans
- Drive project quality in all stages within the software development lifecycle.
- Define and meet project objectives within the allocated timeline, budgeted cost, and at the proper performance or specification level
- Secure approval of all project compliance documents, and all other project related documents are compiled, stored, and maintained throughout the project life cycle
- Prepare and maintain realistic project plans, tracking all activities against the plan providing regular and accurate reports to development delivery management, leadership and client/user management as appropriate
- Comply with statutory regulations and governance relating to corporate and project office policies, processes and procedures
- Closeout projects and subsequently reviewed, and lessons learned are captured and action Project Status Reporting
- Guide the project budget/costing process and close management of Project Budgets
- Compile and submit project projections to development delivery management and leadership within agreed timeframes and manage variances timeously and in line with documented processes and procedures
- Provide weekly and monthly status reporting
- Provide Earned value reporting and responses to earned value output.
- Develop and manage Project schedules
- Plan and manage Procurement aligned to contacted deliverables/milestones
- Manage client third parties if required aligned to contacted deliverables/milestones
- Identify and manage Project risk and issue management
- Manage project decisions registers

- Plan and manage resources on a project with the intent to optimize schedules
- Governance and communication establishment and maintenance throughout project lifecycle
- Program management (may be a requirement)
- Support the sales function within Adapt IT e.g. provide input to proposals around estimates, solution and plans
- Support the financial, managed services and account management functions/processes/procedures within AdaptIT

Role Characteristics

- Demonstrate Leadership in the project environment and within the delivery team
- Mentor, develop, inspire and identify opportunities for improvement and encourage teamwork by providing excellent leadership to project teams
- Knowledge and understanding of the organisation's project management processes and tools
- Ability to work within a multi discipline team
- Ability to advise repetitive delays factually and suggest improvement programs
- Ability to transfer knowledge and lessons learnt into project teams
- Ability to coordinate and lead project\ release deliveries with the client if required
- Ability to draft and deliver high quality records

NON-TECHNICAL/FUNCTIONAL

- An investigative mind and a confident, energetic personality
- Problem resolution skills
- Analytical thinking
- Cause and effect analysis
- Quality Orientated
- The ability to work under pressure
- Take ownership and develop preventative measures for business challenges
- Ability to interact with Adapt IT technical team members and help formulate solutions
- Proven Team and solution delivery experience within high pressure timed constrained projects
- Thorough knowledge of employee policy and procedures.
- Ability to gather and analyse facts, draw conclusions, define problems, and suggest solutions.
- Strong communication and interpersonal skills
- Contribution to team success
- Contribution to the customers experience
- Strong commitment to portfolio and project objectives
- Strong time management and organisational skills
- An approach that is open to new ideas, practices and methods and gives equal weight to the various disciplines involved in delivery.
- Ability to see a task through to completion independently or as a team member.
- Strong commitment to delivery management team objectives

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Relevant Degree/Diploma
- A qualification in project management would be advantageous

Relevant Experience

- A minimum of with 5 years' experience working with large complex technology projects
- Experience in leading integration of complex systems
- Solid SDLC experience
- Knowledge and application of PMI Code of Conduct
- Direct work experience in project management capacity
- Proven experience in people management
- Proven experience in quality management
- Proven experience in risk management
- Proven experience in change/transition management
- Proven experience in managing 3rd parties
- Knowledge of lean principles is required
- Broad project management methodology knowledge
- Knowledge of both theoretical and practical aspects of project management
- An over-riding commitment to the project's success, client satisfaction and teamwork

Contact Person: [Mandy Barret](#)

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