

## Project Manager – DGC SA

### Purpose of the Role:

Our Technology Team is looking for a focused, self-motivated and dynamic Project Manager to join their Project Office. Our ideal candidate will have strong leadership, interpersonal and communication skills. Reporting to the Head of Delivery, working together with Project Stakeholders, Users, Customers and Technology Teams to deliver high quality software products.

As part of the Project Management Team the Project Manager is responsible for accomplishing the project objectives of new product development in the application of knowledge, skills, tools and techniques to project activities to meet project requirements. Focusing on delivery through the application and integration of the project management processes of initiating, planning, executing, monitoring and controlling, and closing

### Duties include, but not limited to:

- Manage Software Development project activities for multiple projects across all project phases, including initiation, planning, execution, monitoring, control and closure.
- Work collaboratively across Technology Teams including Architecture Teams to determine technical direction and approach to system design and implementation.
- Focusing on new products.
- Create, manage and track project vehicles, including, but not limited to:
  - Project schedules
  - Detailed project plans
  - Project scope statements
  - Resource plans
  - Risk and issues logs
  - Status reports
- Work together with Business, Software Development Teams and Product Owners to understand future Business requirements and strategies.
- Play a key role in requirements gathering, project documentation, and the translation of requirements for Software Development Teams ensuring documentation standards.
- Tailor project management, development and support processes to meet the needs of individual projects.
- Manage the day-to-day activities of projects and staff; communicate with Project Teams as necessary to ensure project deliverables are on schedule.
- Communicate and collaborate with Technology and Business Stakeholders as needed in regards to project deliverables including managing expectations, presenting and interfacing with Business.
- Make decisions and communicate trade-offs and risks; drive key decisions across projects.
- Make recommendations to management about schedules, prioritization and resource allocation with input from team members.
- Provide ongoing project plan/status reporting.
- Provide input into strategic planning.
- Coach and train Project Team members on Project Management processes and best practices.

## Essential Criteria:

- Five years of experience in a technology environment, including 2-3 years of practical professional experience in Project Management.
- Proficient with MS Project or similar software and MS Office applications.
- Proven experience in working effectively in a professional manner with Technology teams, Business Stakeholders, End-users, Management and others outside the organization.

## Desirable Criteria:

- BSc. or BA. degree in Business Administration, Management, Project Management, Computer Science, Engineering or related field.
- Project Management Certification.
- Fundamental understanding of web-based systems programming and development.
- Technical project management experience.
- Basic knowledge of SDLC, SCRUM, and Agile methodologies.
- Basic understanding of coding website components with a firm grasp of Microsoft technologies.
- Basic understanding of internet technology.

## Personal Specifications:

- Ownership
- Building Relationships
- Planning and Organising
- Team Orientation
- Gaining Commitment
- Business Awareness
- Stress Tolerance

## How to Apply:

All applications need to be submitted via [Workday](#)

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in Cape Town, South Africa.*