

## Divisional Head of Projects

### Purpose of the Role:

**Developing and leading the project/program management office (PMO):** The PMO forms part of the Delivery teams that assist in achieving better quality, consistency, and oversight of projects across the business by developing and maintaining project management methodologies, standards and tools.

**Establishing the approach to the full life cycle of projects:** This includes project planning, initiation, resourcing, and execution to monitoring, control and completion.

### Duties include, but not limited to:

#### Project Management Governance:

- Establish the PMO role and operating model.
- Set standards for project management capabilities, including certifications and qualifications for Project Managers, successful measurement criteria, methodologies, tools to be used, etc.
- Create an environment to nurture project management practitioners.
- Monitor compliance with policies and standards within projects.
- Good knowledge of resource allocation procedures; and
- The ability to find innovative ways to resolve problems.
- Coordinate the projects and their interdependencies
- Define the program governance (controls) and then management and oversight of the program's interactions with the program governance function
- Familiarity with project and program management methodology and techniques

#### Management and Leadership of the PMO:

- Strong leadership and management skills.
- Managing and directing the PMO organization structure, hiring and managing staffing requirements in conjunction with the Head of Delivery.
- Oversee the delegation of work to Project Managers and Project Administrators.
- Team Leadership & Development: Ability to mentor, coach and effectively transfer expertise to others
- Resilience and resourcefulness in working with an experienced team with-in Delivery
- Project Tracking & Monitoring:
- Track and provide project status and audit reports.
- Coordinating and planning overall projects or programs and monitoring their interdependencies and progress
- Manage risks, issues, and change resolution processes - and working with other leaders to take corrective action as needed during the project life cycle.
- Oversee Project Managers for the delivery of projects/programs on time, within scope.

## **Knowledge, Skills & Experience**

- Expert-level knowledge of project and change management and associated methodologies, techniques, processes and approaches (e.g., Project and Program Management Methodology – PPM)
- Strategic Thinking: Ability to manage multiple project goals and deadlines in the context of the business strategy
- Experienced knowledge and handling of project and program management methodology and techniques.
- Ability to work positively with the individuals across the DGC business who are involved in program or project.
- Daily program management throughout the program life cycle.
- Managing an effective approach to stakeholders' communication

*This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.*

## **Essential Criteria:**

- BSc. or BA. degree in Business Administration, Management, Project Management or related field.
- Five years of experience in a technology environment, including 2-3 years of practical professional experience in project management.
- Project Management Certification.
- Proficient with MS Project or similar software and MS Office applications.

## **Desirable Criteria:**

- Fundamental understanding of web-based systems programming and development
- Knowledge of SDLC, SCRUM, and Agile methodologies.
- Good understanding of Microsoft technologies

## **Person Specifications:**

- Must be able to demonstrate strong problem analysis and problem-solving skills.
- Attention to detail and accuracy.
- Excellent interpersonal skills
- Resilient and adaptable.
- Able to work in a deadline driven environment.
- Solution and results orientated.
- Analytical thinker.
- Service-orientated.
- Self-motivated and able to work independently.
- Strong business acumen.
- Be prepared to work in a 24/7 environment.
- Ability to inspire & motivate a team
- Strong management and leadership skills
- Good Interpersonal & relationship building skills
- Excellent planning & organizational skills
- Ability to work in a fast paced, pressurized environment
- Excellent communication skills; verbal & written skills
- Strong decision-making skills and able to take accountability

## 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.*