

**POSITION NUMBER** : 60023682  
**JOB TITLE AND LEVEL** : PROJECT MANAGER (D2)  
**REPORTS TO** : HEAD PROJECT EXECUTION  
**LOCATION** : PRETORIA  
**POSITION STATUS** : PERMANENT

## Purpose of the Job

Reports to the Head Project Execution. Is responsible for specific project(s) within allocated functional area(s). Manages entire project management process from initiation to project close out phase. Ensures effective management of the project team. Leads and manages project deliverables within approved timelines and budget. Is responsible to ensure proper plans are in place to drive delivery of quality work. The Project Manager is responsible for ensuring effective stakeholder identification, management and engagement within approved governance structure. Must ensure effective project risk management and mitigation system and plans are in place. Project management of assigned the planning and delivery of project/s within the Postbank environment within timelines, budget and quality standards within the project sphere including relevant tools, techniques, policy, methodology, process and guidelines. The Project manager will ensure project tracking and monitoring tools and systems are in place to enable value-added reporting.

## Job Responsibilities

- Stakeholder Management and Engagement
  - Manage relationships with all stakeholders of the projects
  - ensure stakeholders are kept up to date with all key aspects of the project including, performance progress, budget, risks, resources requirements and projects schedules.
- Leads and manages execution of projects ensuring effective delivery of expected outcomes within agreed timelines.
- Ensures project charter, project scope, goals deliverables and key measurements are in place and agreed with project sponsors and line manager.
- Effective management of project resources, professionals ensuring their role clarity and understanding of expected outcomes.
- Efficient management of budget and risk
- Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules.
- Establish deadlines, monitors and reports on project progress, problems and solutions
- Lead quality assurance
- confirm project deliverables and ensuring that they adhere to quality standards
- Implement and manage change when necessary to meet project outputs
- Conduct performance evaluation and assess results of the project
- Ensures governance structure is in place and prepares reports governance documentation to ensure tracking of project
- Ensure delivery of project is aligned to Postbank accepted project management methodologies
- Ensure the efficient management and control of functions/resources in accordance with the stipulations of the PFMA, fraud prevention and risk management principles, corporate governance, legislation, company policies, processes, regulations, Delegation of Authority, etc.

## Requirements

### Qualifications and experience:

- NQF level 7 qualification or Honours degree in Project Management
- PMP or equivalent project management qualification association membership
- Minimum of 4 years' experience, demonstrable experience of successful project and portfolio management.

- Experience in management of IT and related projects
- Financial/banking sector experience
- Budget management experiences
- Ability to complete projects in a timely manner

#### Knowledge and understanding of:

- Knowledge and good understanding of IT functional area and /or environment
- Project Management knowledge areas according to the International Standards i.e. PMBOK, Prince2
- Working knowledge of applicable legislation e.g. PFMA
- Sound knowledge of Project Management Tools

#### Skills and attributes

- Advanced Project Management, People management, Excellent communication skills, Problem-solving skills, Leadership skills, Project planning, Risk management, Time management, Change management, Contract negotiation, Conflict resolution experience, Analytical Thinking, Business Acumen, Knowledge Management
- Decision making, Process management, Flexibility, Collaborative, Professionalism, Efficiency, Confidentiality, High ethical standards, Self-starter, Integrity, Honesty, Matured

#### How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@Postbank.co.za](mailto:RecruitmentSN@Postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

#### Closing Date

**17 June 2025**

#### Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

Note, only applications received on this platform will be considered. "POPIA sections provides that everyone has the right to privacy, and it includes a right to protection against the unlawful collection, retention, dissemination, and use of personal information. By applying for employment, you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation."

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.