

Programme Manager

Email CV to recruitment@tianaconsulting.co.za

About the Position

Programme Manager to lead and coordinate various national projects related to implementation of the company's strategy, with particular focus on the BDM STB Installation Program. The position will be based in the Project Management Office within the Technology Division and report to the CTIO. This is a one year contract

The prospective applicant should have the following:

- Project Management Diploma / Qualification
- Project Management Certification (PMBOK preferred)
- 5 + years relevant experience in similar role

The job responsibilities include the following:

- Preparing the overall program plan and reviewing the plan on a weekly basis, educate the employees about the plan to coordinate the activities of all project teams
- Communicate with all stakeholders of the program as well as the individual projects on a regular basis
- Liaise between the project team and other departments who are involved in the project
- Organize meetings and training programs of all project teams
- Provide periodic project reports and other related documents
- Prepare program budget, detailing budgets for individual projects
- Efficiently manage the risks for the programs
- Developing and communicating project goals and deliverables and access and evaluate all project teams' work to ensure successful completion of the project.
- Identifying and evaluating all resources needed for the project, prepare the budget and work to develop and implement the project life cycle development plan within the determined timelines and deliverables for each project
- Ensuring that all programs within your area of responsibility are delivered with agreed upon business value, on time, on budget and highest quality
- Ability to manage a group of employees within a project environment
- Ensuring that activities are completed on time and with due diligence
- Managing and communication with the various stakeholders associated with the programme (including, business stakeholders and SENTECH management)
- Ensure that there is cross group collaboration in a strong matrix environment for successful delivery of programs with various groups
- Lead the assigned Project Team to deliver customer value.
- Align SENTECH delivery with customer expectations
- Work closely with the account team
- Ensure team is driven through awareness and team knows what is required and when on a project
- Responsible for working with sales team in providing detailed input into proposals such as business objectives, costing, deliverables, assumptions, exclusions, risks and issues
- Work with PMO, Programme Managers, Project Managers and Project Administrators at relevant times.

Key Attributes:

- Sound program management, analysis, problem resolution, team building, judgment and decision-making skills
- Work on multiple problems / projects simultaneously
- Ability to rapidly assimilate new information and new techniques

- Should be a self-starter, who can deal with ambiguity, maintains focus, drives to clarity and provides innovative solutions
- Strong ability to lead, coach and motivate a team of individuals
- Proven track record of establishing and maintaining strong cross-team working relationships and collaboration
- Demonstrated excellence in communication, collaboration, and interpersonal skills
- Demonstrated leadership ability
- Strive to become a thought leader, a strategic advisor and achieve global recognition
- Results driven - focused on tangible goals
- Assist in defining the team's goals and vision and directing the team towards achieving them
- Ability to work independently when required
- Strong commitment and desire to be part of a solution (not part of a problem)
- Actively mentor and / or provide leadership to members of the team - inspire team members to excel
- Actively seeks the best solutions and products to meet the customer's needs.
- Ensure we deliver above expectations (mediocrity is not an option)
- Deliver exceptional customer service (in accordance with internal company objectives and profitability)
- Drive delivery and task oriented - ensure that the required tasks are delivered in the expected time frame
- Adaptable to working in different environments
- Ensure discrete handling of all business information, particularly where confidential information is concerned.
- Ensure that all company policies, procedures and standards are adhered to.
- Communicate with immediate manager, other company department heads and employees, co-workers, clients and other individuals to co-ordinate work activities, review status of work, exchange information, resolve problems or give / receive advice /direction
- Assure deliverables are at the expected quality
- Drive innovation - make own contributions and recognise, encourage and apply other people's contributions
- Actively contribute to innovation tasks and share knowledge and information
- Stress management
- Travel locally and nationally, as required, to conduct the company's business (mostly locally)

Preferred IT Skills:

- SharePoint
- Microsoft EPM
- MS Project
- MS Excel
- MS Word
- MS Powerpoint
- SAP

Core Competencies:

- Project / Programme Management Skills
- Projects a positive and professional image of SENTECH in all stakeholder contact
- Behaves according to high ethical business principles and values
- Planning, Organising and Co-ordinating
- Drive for Results
- Building Team Spirit
- Makes timely, practical and cost-effective decisions and facilitates others in doing so
- Understands how to get things done and achieve objectives working with others in an organisational context

- Action Oriented
- Negotiation and Conflict Management
- Customer Focus
- Resilience

If you are interested and meet the required criteria as described above, please send your CV on/or before 05 June 2025

Appointment will be done in accordance with Employment Equity Plan of the organisation.

People with disabilities will be given preferences and they are encouraged to apply. Medical examinations will be undertaken before successful appointment depending on the nature of the position.