



Joburg|Market



PROJECT MANAGER RECRUITMENT RE-ADVERT

**Salary: R45 592.56
per month excluding
benefits**

JOB PURPOSE:

Oversee the projects undertaken by JM to ensure the desired results are achieved, the most efficient resources are used and the different interests involved are satisfied

DUTIES AND RESPONSIBILITIES:

Assist and advise leaders, managers, and teams to the best use of project management disciplines and approaches. Act as a reference point for PMO queries and information and an advocate for best practices in project management. Maintain processes to ensure project management documentation, reports and plans are relevant, accurate and complete. Track and report on project portfolio performance, providing a real-time, comprehensive, and prioritized view of all projects. Provide assistance to maintain and update the project management framework and disciplines necessary to support a PMO. Develop positive relationships with managers and staff to enable the PMO to provide support including facilitation, tracking and reporting on projects, and training. Assist in managing enterprise level resource allocation, including adjustments based on emerging business or technical opportunities and challenges.

Assist with establishing PMO stakeholder management plan and implementation of the communication framework. Share lessons learned and best practices across programs, building relationships with stakeholders and brokering relationships at all levels. Understand the deliverables of internal and external PMO customers and contribute to success through cooperative and shared processes. Develop and maintain a basic understanding of customer policies and procedures as relevant to processes. To undertake other duties or manage certain projects which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

Perform miscellaneous job-related duties as assigned.

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27/11/2023



Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381



info@joburgmarket.co.za
www.jjoburgmarket.com



PO Box 36007
City Deep, Johannesburg
South Africa
2049

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Qualifications:

- Bachelor's Degree in Project Management at NQF Level 7
- 5 or more years' experience in Project Management.

Added advantage

- Engineering background
- Certificate in project management (e.g. PMP, CAPM or PRINCE 2)

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

Email to pmo2024@joburgmarket.co.za

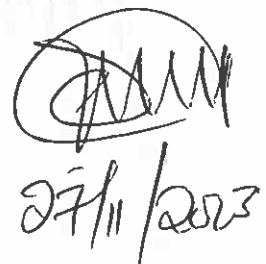
Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will not be considered.

Please take note that if you are not contacted after 4 weeks of closing date, consider your CV as unsuccessful.

The closing date is 11 December 2023 at 12h00

EE Target: African Female or South African living with Disability



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