

Datacentrix Holdings Limited
Incorporated in the Republic of South Africa
(Registration number: 1998/006413/06)
Share code: DCT
ISIN: ZAE000016051
("Datacentrix")

Careers @ Datacentrix

Job Title: Project Manager

Location: Cape Town

The Project manager is responsible for the direction, coordination, implementation, execution, control and completion of project, while remaining aligned with strategy, commitments and goals of the organization.

Primary Role Accountabilities :

- Coordinate internal resources and third parties/vendors for the successful execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Prepare Project presentations and chair Weekly Project Meetings and Steering Committee Meetings.
- Display consistent energy, drive and persistence in order to deliver results.
- Ensure the correct escalation processes are followed and that Project Sponsors & Project Owners are kept abreast of any unresolved issues or risks.

Critical Requirements - Skills, Experience & Qualifications:

- Essential Matric or Grade 12
- Bachelors-degree or suitable Project Management Certification (CAPM, PMP, Prince2, or Agile Project Management)
- Knowledge/ experience in SCRUM
- At least 3 years experience in Project Management
- Car and driver's license.
- Experience in Project Management tools such as MS Projects and Smartsheet.
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Critical thinking and problem solving

- Excellent decision-making and leadership capabilities
- Conflict resolution experience
- Adaptability
- Able to tolerate stress

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. SA fraud check;
- ID verification; academic verification; criminal check).
- Please ensure you provide an updated CV and updated certified qualifications including a certified copy of your ID.
- Appointment is subject to conclusion of positive outcomes on these checks

Contact

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