

**Position Title:** Project Manager  
**Position reports to:** Line Manager  
**Direct Reports:** N/A  
**Office Location:** Adapt IT Johannesburg Campus

### PURPOSE OF THE POSITION

An elite team within the Telecommunications division is in search of a Project Manager who can accomplish Project Objectives by Planning and Evaluating Project Activities.

### PRIMARY RESPONSIBILITIES FOR THE ROLE

- Managing multiple projects with various clients within the standards and governance of the Telecoms Project Management Office.
- Strong negotiation skills and good customer relations.
- Respect and live the company values: Honesty, Respect, Accountability and Responsibility

### Project Governance to be strictly adhered to in the following manner:

- **Oversee:** the planning, management, co-ordination and financial control of the allocated project and its scope of work.
- **Start:** Ensure that all the relevant documentation and information are obtained from the various other departments prior to commencement of the project.
- **Planning:** Project planning, to include: Scope, Time, Cost, Quality, Human Resources, Communication, Risk, Procurement and Stakeholders.
- **Scope:** Understand Scope of works and manage any scope changes.
- **Time:** Ensure Projects are completed within the time period specified and all-time extensions are communicated to the client within the specified time.
- **Cost:** Manage the project budget, ensuring all cost are controlled and the projects are completed within the gross profit required.
- **Quality:** Ensuring that all work is performed as per client specifications – any quality deviations and corrective actions to be reported and managed accordingly.
- **Resources:** Manage both internal and external team expectations and ensure that the necessary resources are in place for successful execution of the project.
- **Communication:** Communications of progress, variation orders, site instructions, risks, quality, site issues and any other project related activities to the relevant parties.
- **Risk:** Managing of risk throughout the duration of the project and take the necessary preventive and contingent actions to mitigate or avoid the risk.
- **Procurement:** Manage and ensure all the necessary purchase orders are issued for execution of work, the timely delivery of stock to site and ensure minimal wastage.
- **Stakeholders:** Manage all stakeholder expectations and communicate all the necessary information to all stakeholders concerned.

- **Closing of project:** To ensure all projects are closed off, either in stages or entirely, and all the necessary information and documentation are provided to the relevant parties to ensure successful invoicing to prevent unnecessary delays.
- Any other reasonable duties which may be required from management from time to time

#### MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Completed Matric
- Completed Degree Relevant to the field
- Project manager – 3 to 5 years' experience
- Project Methodology experience in DevOps and DelOps
- Telecoms industry experience essential
- Target and customer satisfaction driven
- Ability to work in a team & individually
- Excellent communication skills
- Microsoft Office (MS Projects, Excel, Word and PowerPoint)
- Project Management qualification/ Diploma
- Good Administrative skills

Contact Person: [Nomzamo Skosana](#)

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