JOB TITLE – Graduate Project Manager

Position reports to   :   Product Owner
Direct Reports   :
Office Location   :   Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

The purpose of the Graduate Project Manager role is to ensure that the Product Owner and Development team deliver software as prioritized by business needs. The role will require collaboration with the Product Owner, Development Team Leads, Analysist, Developers, Testers and external Team's such as Business Development and Projects. The graduate must ensure work is planned, executed and delivered on time to clients without compromising quality. The graduate should be customer centeredness to manage customer expectations and stay within budget.

PRIMARY RESPONSIBILITIES FOR THE ROLE

Planning and Scheduling

- Assist schedule resources to execute development items in accordance with the Product Owners priorities and ensure that expected deliverables are met.
- Responsible to ensure that the team planner & sprint board is updated.
- Assist in planning all team resources up to 3 months in advance taking into consideration planned leave.
- Ensure that dependencies are factored into the team planning to ensure optimum resource utilisation.
- Re-work the team plan to accommodate changes in project priorities as prescribed by the Product Owner or management.
- Provide the Product Owner, Business Development and management with information as to the team's ability and capacity to take on a new project.

Project Management

- Responsible for all project administration, including but not limited to communications, meetings, minutes, signoffs and invoicing in line with project milestones.
- Ensure project compliance documents are approved and all other project related documents are compiled, stored, and maintained throughout the project life cycle.

Manage Relationships

- Serve as a point of contact for the team to ensure team actions are aligned.
- Communicate with Management, Product Owners and Business Development to keep projects aligned with the commitments made to stakeholders.
- Obtaining customer acceptance of project deliverables.
- On receipt of a local software development request ensure that the development request is planned and included in the team plan.

- Ensure that the team communicate with the client requesting the progress of the request.
- Once the RD is planned ensure that we communicate the RD's delivery date to the client.
- Ensure that we communicate with the client on the estimated delivery date of the project.
- Facilitate the answering of questions and clarifications regarding items on the product / sprint backlog.

Product Owner Assistance

- Ensure operational objectives are met i.e. SWT, LSD and Project work according to the time allocation.
- Review enhancements build release notes or user manuals to ensure that documentation accurately reflects new or changed functionality in collaboration with the Lead Developers and Product Owner.
- Provide management with information relating to the progress on projects to be included in the monthly Work in Progress, ITSUG feedback, Manco and Exco reports for DevOps.

Product Support

- Assist the Product Owner / Support Team in answering user queries.

- Ensuring SLA's (job escalations) and operational objectives with regards to quality and response times are met on both incidents and development requests.

- Ensure operational objectives are met i.e. SWT, LSD and Project work according to the fixed time allocation.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Appropriate Degree/ Diploma or Project Management qualification.

SKILLS

- Strong analytical skills, the ability to analyse business requirements and to propose different solutions.
- Strong verbal and written communication and client interaction skills
- Strong collaboration skills required to be used with all stakeholders, including clients and business, as well as the development team within which they operate.
- Skilled in writing business documents and software documentation.

ATTRIBUTES

Personal Attributes and Qualities

- Ability to work independently and as part of a team.

- Ability to work under pressure.

- Admit to errors and takes corrective action to avoid repetition

- Approach own work with dedication and high sense of responsibility

- Identify, analyse, organize, and solve problems and issues in a timely and effective manner

- Anticipate problems, identify root causes, and take corrective action

- Take caution in preparing the details relevant to the process

- Follow process to ensure high quality output

Key Competencies

Data Analysis / Analytical Skills

- Ability to see connections and derive meaning out of the records of higher-and further education institutions
- Ability to select suitable visualizations to reveal insights derived from data
- Knowledge of statistical- and mathematical concepts

Skills

- Provide leadership and direction
- Strong analytical skills, the ability to analyze business requirements and to propose different solutions
- Strong verbal communication and client interaction skills and the ability to facilitate workshops.
- Skilled in writing business documents
- Ability mentor and coach others

Communication Skills

- Sound interpersonal skills, creativity and ability to mix with other people
- Sound communication skills
- Have a high standard of written- and spoken English skills
- Ability to communicate with personnel from clients on all levels, including senior management, technical resources and administrative operational staff.
- Excellent verbal ability, communication, negotiation and presentation skills
- Ability to create, compose and edit written materials and presentations
- Ability to pitch proposals
- Ability to convey complex information in understandable terms

- Ability to lead brainstorming sessions

Industry Knowledge

- Understanding of the Higher- and Further Education industry landscape
- Knowledge of organizational budgeting
- Knowledge of staff competencies and implementation of strategy
- Thorough understanding of business processes and best practice addressed by the Integrator system functionality
- Broad understanding of the technology used for development of the ITS Integrator Product
- Understands how to be involved at a strategic level in business processes.
- Broad understanding of the main Adapt IT Pretoria Business (The delivery of software business solutions to Higher and Further Education institutions combined with business and technical services) and how the ITS Business should influence the direction with system functionality.

Problem Solving and Analysis

- Ability to research technology as well as business policy, - process and - practice to understand issues and make systematic and rational judgments based on the relevant information.
- Ability to determine the information required to guide strategic decisions to mitigate medium/long term risks.
- Ability to identify and prioritize technical- logical and problem areas
- Ability to estimate costs for interventions and weigh alternative solutions
- Creativity
- Ability to lead brainstorming sessions and other meeting to determine requirements and decide on solutions.

Self-Management
- Integrity
- Self confidence
- Assertiveness
- Must be an organised self-starter and quick learner
- Problem-solving and solutions orientation
- Strong achievement orientation and ambition to deliver solutions that are of value to the client
- Determination and tenacity
- Presentability

Minimum Qualifications and Experience Required

- 5+ years general experience in the business environment in which the system is used
- or
- Experience at a senior staff level
- Appropriate Degree/ Diploma

Living the Values
- *Aligning behaviours, decisions and actions with the Adapt IT Values*
- Ensuring compliance with all applicable policies, regulations, standards and governance requirements
- Treating all people fairly and consistently, and with dignity and respect

- Being ethical, honest and sensitive in all dealings
- Taking corrective action to address inappropriate decisions or actions

Leading Self

- *Taking responsibility and accountability for own behaviour, performance and development.*
- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

Managing Change
- *Initiating and implementing change with commitment and drive.*
- Constructively challenging the status quo to improve performance
- Creating an appropriate sense of urgency for change
- Actively engaging others in the vision and purpose of change and influencing the change process
- Maintaining focus and seeing change through to completion
- Recognising and celebrating progress in implementing change

Business Focused Collaboration
- *Leveraging the broader organisation for value creation through sharing knowledge, experience, resources and skills.*
- Sharing, seeking out knowledge, best practice and resources across the Group and the divisions
- Valuing and drawing on others' skills and experience
- Thinking and acting in the interests of the Group as well as the divisions

Strategic Effectiveness
- *Assisting with development and communicating rigorous and creative business strategies that drive sustainable value for Adapt IT*
- Adding value by promoting innovation and leveraging new ideas
- Effectively implementing strategic initiatives
- Ensuring strategic projects are measured for success
- Ensuring strategy initiatives and progress of same are communicated to all employees within the division

In accordance with Adapt IT's Employment Equity plans and goals, preference will be given to suitable applicants from the designated groups as defined by the Employment Equity Act of 55 of 1998 and subsequent amendments thereto.

Contact Person: Jeanel Lenders
Apply Here:
Vacancy Status: Open