



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Project Manager (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Operations
<u>Reports to:</u>	ICT Chief Architecture
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Bachelor of Business Administration or NQF Level 7 with Project Management
- Three (3) years' relevant experience. Experience successfully managing various projects, experience in IT environment will be an advantage
- Must be able to work under pressure.
- Systematic workflow
- Well-tempered and be able to communicate well at all levels
- Computer literate
- Outstanding grasp of information technology concepts and processes

Short Detailed Job Description:

- Engage in consultation process with both employees, management and external stakeholders as required, exhibiting an understanding of essential risk considerations.
- Persuade key stakeholders in engaging in risk discussions, achieving a win-win solution as far as possible.
- Proactively identify and mitigate risks timely and effectively
- Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders (e.g. senior management, line managers and external parties).
- Manage the production of periodic management reports (e.g. monthly reports, programme milestones).
- Serve as a central point of contact between the MTC and various internal and external stakeholders.
- Ensure that project status, issues and successes are communicated to project team, stakeholders, sponsors, steering committee and all levels of management and documented appropriately.
- Facilitate the definition of project missions, goals, tasks, and resource requirements; resolve or assist in the resolution of conflicts within and between projects or functional areas; develop methods to monitor project or area progress; and provide corrective supervision if necessary.
- Manage the programme scope, define deliverables, obtain consensus and manage stakeholder expectations.
- Ensure programme outcomes are accepted; measurement and analysis of stakeholder perceptions is performed facilitate validation of business benefit assessment.
- Understand who the client is and what the client's needs are; provides realistic expectations; establishes specific customer satisfaction standards and actively monitors client satisfaction.

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

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VACANCY CIRCULAR: **MTC RECRUITMENT 008/2018**
