

**IT PROJECT MANAGER
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

The IT Project Manager is responsible for overseeing and managing the successful delivery of technology-related projects, from inception to completion. This role involves coordinating resources, managing timelines, and ensuring that project goals and objectives align with business needs. The IT Project Manager will work closely with stakeholders across various departments to ensure the timely, efficient, and cost-effective execution of projects while maintaining high standards of quality.

KEY PERFORMANCE AREAS:

- Develop comprehensive project plans, including timelines, milestones, risk assessments, and resource allocation
- Monitor and track project progress, ensuring adherence to deadlines, budgets, and quality standards
- Ensure proper documentation is maintained, including project charters, status reports, and post-implementation reviews
- Manage relationships with key stakeholders, including IT teams, vendors, and end-users, to ensure project alignment with business objectives
- Facilitate meetings, presentations, and reports for stakeholders and project sponsors
- Identify, assess, and mitigate risks throughout the project lifecycle
- Ensure all project deliverables meet the highest quality standards, conducting periodic checks and evaluations
- Ensure compliance with internal policies, IT standards, and regulatory requirements

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 5 to 6 years of experience in IT project management, preferably within a complex and dynamic environment
- Proven track record of managing projects from initiation to completion
- PMP, PRINCE2, or Agile certification is highly desirable
- Strong understanding of IT infrastructure (servers / switches / routers / firewalls), CCTV, biometrics, and enterprise systems (ERP, CRM, etc.)
- Familiarity with project management tools (e.g., Microsoft Project, JIRA, Trello, Asana)

BEHAVIOURS & ATTRIBUTES:

- Strong team management abilities
- Exceptional organizational skills, with the ability to multitask and prioritize under pressure
- Critical thinking and problem-solving skills
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria careers@hcg.one
Closing date for applications is Monday, 4th November 2024.