

CAREER OPPORTUNITY

African Rainbow Minerals (ARM) is a leading South African diversified mining and minerals company with operations in South Africa and Malaysia. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company (Harmony).



IT PROJECT MANAGEMENT OFFICE LEAD (D-UPPER PATTERSON GRADING)

Purpose of the Job:

- The Project Management Office Lead (PMOL) is responsible for executing all aspects of a diverse, very complex information technology program including multiple large-scale IT projects. This includes program planning, execution, timing, functionality, quality, communication and cost. PMOL monitors and manages the critical path, contingencies, scope changes and budget, both labor and non-labor resources. The PMOL undertakes the execution of the information technology program aligned with the business strategy and ensures continuous value is delivered. The PMOL has overall accountability for ensuring on-time and on-budget delivery of new and enhanced business capabilities that meet or exceed expectations.

Location:

- Sandton, Johannesburg

Job Requirements:

- IT/Business Related Honours Degree (Essential/Minimum).
- Agile Practitioner Certification (Essential/Minimum).
- Project Management Professional or alternative project management certifications.
- In-depth knowledge of IT project delivery and methodology as well as IT infrastructure.
- 5 Years program management Experience (Essential/Minimum).

Job Responsibilities:

Portfolio Management

- Establish, manage and execute on IT Portfolio, the portfolio will be created in collaboration with relevant stakeholders, as per business demand.
- Incorporate the Business Units (BU) Strategy and Business Plan; as well as the IT and Operational Technology (OT) Strategy within the balanced IT Portfolio.

- Coordinate prioritization of the IT portfolio between the various stakeholders.
- Include the business unit IT Portfolio within the consolidated overall IT portfolio.
- Track the value contribution and/or Programme objective(s) throughout value tracking lifecycle.
- Identify and mitigate IT Programme(s) and IT Portfolio risks and issues.
- Monitor and manage delivery of the Programmes and IT Portfolio.
- Communicate weekly and monthly progress/status feedback to stakeholders.
- Manage seamless transition of IT Projects and/or Programmes into operations.
- Collaborate with relevant stakeholders to create an integrated financial report including budget, forecasting and expenses.
- Direct the delivery of Programmes through active sponsorship, leadership and involvement in specific indicatives to ensure they meet the time, cost and quality requirements.
- Conduct Programme evaluations.

Project Management

Assessment & Selection

- Prioritize and approve projects.
- Conduct feasibility studies and confirm resulting business unit decisions.
- Consult with relevant stakeholders to ensure strategic alignment of a portfolio of projects with multiple business units' strategy and objectives.
- Support the portfolio management decision process through the creation of project charters, scopes, risk assessments, budgets and IT Value (return on investment, internal rate of return) discussions. Act as a consultant to portfolio management and IT Value processes.
- Manage project risk and change management for large scale IT project portfolios. Lead or independently assess inter-project dependencies.

Work Planning & Resource Management

- Lead efforts around work plans, schedules, project estimates, resource plans and status reports.
- Lead the design, development, and implementation of business perspective work plans to determine the required tasks and resources (process, functional, etc.) for complex projects spanning the entire organization.
- Define performance standards and provide feedback for project team members.
- Coach and mentor project team members on best practices, including solution delivery and IT value. Serve as a consultant for Project Management best practices, solution delivery or IT value.

Delivery & Monitoring

- Lead large scale IT project portfolios for a business unit within time, budget and specification constraints.
- Demonstrate competency in coordinating all aspects of a large, complex project involving multiple IT disciplines. Coordinate projects with other on-going efforts.
- Serve as a consultant to other project managers on matters pertaining to agile project integration management.
- Manage the scope change process and issue identification/resolution with all stakeholders.
- Create custom risk or change documents or processes as needed in support of solution delivery.
- Monitor and communicate integrated status to relevant stakeholders.
- Create and implement communication strategies and plans for company-wide projects with significant cultural impact.
- Identify and anticipate risks and issues. Facilitate resolution, mitigation, and appropriate escalation to senior management and across business units.



www.arm.co.za



We do it better

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Job Responsibilities:

- Consult other projects on matters of issue identification, quality management and resolution.
- Facilitate measurement and reporting of value achieved and business benefits realized through programs.

Risk Management

➤ Risk Action Planning

- Create strategies for various risks identified through Project Managers, including disaster remedies.
- Create continuity Programmes for project management office.
- Performance reports and decisions on disaster recovery tests.
- Create guiding principles for standards and procedures for recovery planning, security planning and documentation.

➤ Risk Control & Tracking

- Track systems and business recovery compliance audit projects.
- Design contingencies for damage to computer hardware, vital records, etc.
- Provide technical expertise to project managers to support customers on recovery requirements for new technology solutions.
- Provide guidance on project risk mitigation.

General Management & Decision Making

- Under the direction of Enterprise Architecture, drive business development initiatives, including assessing existing and new business opportunities, and providing support during mergers, acquisitions, and divestitures.
- Assess the performance of existing plans and IT systems in terms of contribution to business objectives, functionality, stability and value.
- Ensure effective decision making to achieve revenue, profitability and strategic goals.

- Ensure effective agile project management practices are adhered to.
- Assist in enterprise-wide continuous improvement activities and initiatives.
- Effectively manage scope, budget and expenses within the domain.
- Demonstrated ability to deliver results and meet project deadlines within time and budget constraints.

People Management

- Oversee the employee management process for front line managers (e.g., staffing decisions, coaching, development, evaluation).
- Direct teams through visible transformational leadership.
- Motivate to cultivate a high-performance/excellence culture within Information Management organization.
- Adhere to the performance management process.
- Establish a culture that supports continuous development and learning.
- Support the team by utilizing expertise to guide situations and achieve outcomes.
- Adhere to all human resources policies and procedures.

Compliance, Governance & Assurance

- Adhere to all corporate governance, processes, procedures, statutory, legal and other requirements.
- Support the organizational culture and live the ARM values.
- Entrench a culture of discipline and transparency.

Personal Attributes:

- Planning and management.
- Business/client management.
- Business acumen.
- Leadership and management skills.
- Professionalism.

- Managing complexity.
- Results-driven.

Equity Statement:

Preference will be given to suitably qualified applicants from designated groups in line with the employment equity plan and targets of the organisation.

POPIA Disclaimer

By sending your details to the email address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that ARM will keep the record of your personal information confidential.

Additional Information:

- To apply for this vacancy, please send your CV to the email address below before the closing date.

Email: recruitment@arm.co.za

No late applications will be considered or accepted.

- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

Closing date: 21 October 2024



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