

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)

Job Responsibilities:

- 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.
- 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.

Location:

Sandton, Johannesburg

Job Requirements:

- IT/Business related Honours degree (Essential/Minimum).
- 5 years' programme management experience (Essential/Minimum).
- Agile Practitioner Certification.
- Project Management Professional (PMP).
- In-depth knowledge of IT project delivery and methodology, as well as IT systems.

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.

Project management

- Assessment & Selection
- Prioritize 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.

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: 02 September 2026



www.arm.co.za



We do it better

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➤ 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.

➤ Delivery & Monitoring

- Demonstrate competency in coordinating all aspects of a large, complex project involving multiple IT disciplines. Coordinate projects with other on-going efforts. Lead large scale IT project portfolios for a business unit within time, budget and specification constraints.
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➤ Risk Action Planning

- Create strategies for various risks identified through Project Managers, including disaster remedies.
- Create continuity Programmes for project management office.

➤ People management

- Oversee the employee management process for front line managers (eg. staffing decisions, coaching, development, evaluation).
- Direct teams through visible transformational leadership.

➤ 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

- Drive business development in respect of existing/new businesses, mergers/acquisitions and divestitures.
- Assess the performance of existing plans and IT systems in terms of contribution to business objectives, functionality, stability and value.

➤ Compliance, governance & assurance

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

Personal Attributes:

- Planning and management.
- Business/client management.
- Business acumen.
- Leadership and management skills.
- Professionalism.
- Managing complexity.
- Results-driven.

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