

JOB TITLE : SENIOR MANAGER_PROJECTS PORTFOLIO MANAGEMENT, D4
REPORTS TO : GENERAL MANAGER_PMO
BUSINESS UNIT : POSTBANK OPERATIONS
LOCATION : HEAD OFFICE_PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

Manages the Program Portfolio, as a strategic and tactical/operational role of overseeing; managing and leveraging the entire life cycle of projects / programs in the overall portfolio of Investments as part of the implementation and roll-out of the current and approved Postbank Strategy. This includes the relationship and resource management of the entire PMO closely linked to the management of portfolio definition (inclusive of business demand; business case definition); / portfolio alignment and prioritization; portfolio optimization; capacity planning [inclusive of resource requirements and levelling]; governance and research related activities [development and benchmarking into best practices of appropriate PMO policies, processes, procedures, guidelines and performance measurements].

Job Responsibilities

- Analyze portfolio performance and recommend changes in investment mix to achieve goals:
 - ✦ Assess impacts of Postbank strategic intent on portfolios / programs / projects
 - ✦ Proactively identify opportunities not anticipated or requested by business that will provide a competitive advantage.
- Conduct quality assurance with the project managers during baseline stages to ensure that dependencies, sequencing, timelines, risks and benefit potential is realistically planned.
- Assist the General Manager, Postbank PMO as well as Senior and Business management in developing, executing and communicating Postbank Business vision, mission and goals and PMO specific policies and procedures. Maintain an understanding of enterprise business initiatives and objectives, various line portfolios; current trends and developments.
- Provide leadership, mentoring and coaching to Postbank Business units within the organization regarding Portfolio / Program / Project management.
- Manage BU relationships inclusive of:
 - ✦ respective business demand(s).
 - ✦ forecasting and capacity planning [inclusive of resource requirements and levelling].
 - ✦ drive the recruitment and selection process of all resource requirements of the PMO, including contract management of external contract resources.
- Develop and manage Portfolio / Investment by means of
 - ✦ Portfolio prioritization
 - ✦ Portfolio optimization
 - ✦ Portfolio alignment
 - ✦ Portfolio monitor and control
 - ✦ Risk evaluation and assessment on portfolio mix
- Ensure the efficient management and control of function / resources in accordance with the stipulations of the PFMA, fraud prevention and risk management principles, legislation, corporate governance, company policies, processes, regulations, Delegation of Authority, etc.
- Research, develop and implement a methodology, policy and procedure to manage the Postbank PMO within the risk and governance framework
- Monitor and control initiative delivery against defined plans. Develop and maintain a "journey plan" for the portfolios

Minimum Requirements

Qualifications and Experience:

- At least a BA Degree [Bachelor Atriums – NQF Level 7] in Project / Program / Portfolio Management / Business Administration or relevant field
- An MBA [master's in business administration] OR M Degree (NQF Level 9) in Project / Program / Portfolio Management or equivalent relevant qualification will be an advantage
- 5 – 8 years' (of which 5 years must be managerial) experience in corporate development and portfolio / program / project management, strategic planning / corporate finance, general management, new business opportunity evaluation / venture capital or value consulting
- At least 5 - 10 experience in multi-discipline change projects
- Knowledge /experience within the Banking (or in broader Financial Services industry)

- Understanding of ongoing perspective of the strategic issues facing the Financial Services industry

Knowledge and understanding of:

- Extensive knowledge of portfolio / program / project management practices, investment practices and financial analysis is indispensable to effective functioning in this role. (** Accreditation as Portfolio / Program / Project manager will be beneficial)
- Key aspects necessary for success in this role is an understanding how to deploy multiple management disciplines and techniques synergistically, such as:
 - ✦ Value management,
 - ✦ Human capital management,
 - ✦ Information management,
 - ✦ Infrastructure optimization,
 - ✦ Performance measurement,
 - ✦ Asset management,
 - ✦ Communication,
 - ✦ Change management (** Accreditation as change manager will be beneficial),
 - ✦ Research & development and
 - ✦ Governance.

Skills and Attributes

Analytical Thinking, Business Acumen, Business Intelligence/Organisational awareness, Adaptability to change, Communication: Oral and Written, Initiative, creativity and Innovation, Critical Thinking, Relationship Building, Strategic Thinking, Resilience

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

23 January 2025

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the banks employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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