The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:

Programme Manager (Lead)

Salary (Level 13) R1 266 714.00xv R1 492 122.00 per annum

(12 - Months Contract)

(Ref 2025/12/05)

Key Purpose:

To establish and lead the Internal Programme Management Office (PMO) responsible for coordinating, driving, and assuring the execution of USAASA/USAF's Governance & Controls Strengthening Programme (GCSP). The Programme Manager will provide strategic direction, programme oversight, stakeholder governance, and execution leadership across all workstreams (Operations, Finance, SCM, ICT, Corporate Services, Legal, SRPM, BDM-related components).

Key Outputs:

A. Programme Establishment & Governance

- Establish the internal PMO framework, governance model, reporting structures, templates, and methodologies.
- Develop the master programme plan, WBS, Gantt Chart and integrated delivery roadmap for the GCSP.
- Set up monitoring, evaluation and escalation mechanisms aligned to PFMA, AGSA expectations and internal governance.

B. Programme Leadership & Execution Oversight

- Lead and coordinate all GCSP workstreams across the Agency.

- Monitor delivery of corrective actions, internal-control improvements, process redesigns, and evidence-production.
- Ensure timely implementation of high-risk actions, particularly those relating to BDM inventory, contract management, financial controls, ICT, SCM and performance information.

C. Stakeholder Management

- Serve as the central point of coordination between:
    - CEO
    - EXCO
    - Operations, Finance, Corporate Services, and other units
    - Internal Audit
    - AGSA
    - DCDT & other oversight structures
- Prepare strategic briefing notes, progress reports, dashboards and governance packs.

D. Evidence, Quality Assurance & Audit Readiness

- Oversee evidence verification for completeness, quality and audit sufficiency.
- Ensure documentation meets AGSA and PFMA audit trail requirements.
- Prepare audit-ready evidence files and oversee mock-audit cycles.

E. Risk, Issue & Dependency Management

- Maintain the programme risk register and escalate threats to delivery.
- Lead risk mitigation, issue resolution and dependency alignment across divisions.

F. Capacity Building & Skills Transfer

- Provide coaching, mentoring, and knowledge transfer to internal PMO staff.
- Develop repeatable tools, templates, SOPs and internal capabilities to sustain the PMO post-2026.

Minimum Requirements & Experience

Qualifications/Knowledge

- Bachelor's degree in Public Administration, ICT, Engineering, Commerce, Project Management or related field (NQF 7).
- Postgraduate qualification (NQF 8 or higher) preferred.
- Project/Programme Management certification mandatory:
  - PMP, PgMP, PRINCE2 Practitioner, MSP, P3O, or equivalent.

Experience

- Minimum 10 years' experience in programme management within complex, multi-stakeholder environments.
- Minimum 5 years in the public sector, ideally with PFMA-governed institutions.
- Experience leading audit-remediation, turnaround, governance-strengthening, or high-risk recovery programmes.
- Proven experience in coordinating cross-functional teams (ICT, SCM, Finance, Operations, Corporate Services, etc.).
- Experience with AGSA evidence requirements, internal-control environments and governance frameworks.

Knowledge, Attributes and Skills

- Strong programme leadership and governance capabilities.
- Advanced risk management, problem solving and systems thinking.
- Excellent report writing, dashboard interpretation and communication skills.
- High proficiency in project management tools (MS Project, Power BI, etc.).
- Ability to work under pressure and manage competing priorities.

Applications:

Application letters accompanied by a comprehensive curriculum vitae, certified copies of qualifications and identity document should be forwarded for the attention of Ms. **Lerato Petlele** to recruitmentppm@usaasa.org.za

Closing Date: 21 January 2026

Note: Correspondence will be limited to the shortlisted candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, kindly

regard your application as unsuccessful. Shortlisted candidates must be prepared to consent and be subjected to necessary vetting.

Enquiries: Lerato Petlele (Recruitment & Selection), Tel. (011 564 1667)