



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:

Project Manager

Salary (Level 12) R1 059 105.00xv R1 247 574.00 per annum

(12 - Months Contract)

(Ref 2025/12/06)

Key Purpose:

The Senior Project Manager will serve as the primary execution lead within the internal Programme Management Office (PMO), responsible for managing, coordinating, and driving all project workstreams under the Governance & Controls Strengthening Programme.

The role consolidates responsibilities across governance, internal controls, ICT and systems, finance, SCM, BDM inventory controls, performance information, and cross-functional project delivery.

The incumbent will ensure that all required improvements, corrective actions, and internal-control enhancements are delivered effectively, timeously, and in a manner consistent with PFMA, Treasury Regulations, and AGSA audit requirements.

Key Outputs:

A. Programme Planning & Execution Coordination

- Translate the master programme plan and WBS into actionable project plans and schedules for all workstreams.
- Manage day-to-day execution of the Governance & Controls Strengthening Programme.

- Coordinate the implementation of internal controls, corrective actions, and process improvements across divisions.
- Follow up on deadlines, dependencies, and outstanding tasks with responsible managers.
- Maintain project registers: issues, risks, dependencies, and deliverables.

B. Governance, Policy Alignment & Compliance Support

- Support the development, review, or refinement of SOPs, policies and standard operating procedures.
- Coordinate governance improvements across Legal, Corporate Services, Strategy, and Internal Audit.
- Work with divisions to ensure compliance with PFMA, Treasury Instructions, SCM requirements, and AGSA expectations.

C. ICT, Systems & Data Controls

- Support remediation of ICT control weaknesses and systems-related audit findings.
- Work with ICT teams to strengthen system access controls, change management, backup procedures, and information security.
- Assist with the establishment of a digital evidence repository (SharePoint/others).
- Support development of dashboards, data cleansing, and data integrity improvements.

D. Finance, SCM & Contract Management Controls

- Coordinate corrective actions in Finance and SCM, including:
 - contract management
 - procurement compliance
 - expenditure controls
 - reconciliation processes
- Ensure alignment with PFMA, Treasury Regulations, and organisational delegations of authority.
- Support SCM and Finance teams to produce evidence for AGSA audit readiness.

E. BDM Inventory & Operational Controls

- Support Operations with:
 - BDM stock/inventory reconciliation
 - site verification tracking
 - inventory movement controls
 - evidence files for each site
- Track operational delivery and flag risks to the Programme Manager.

F. Evidence Management & Audit Readiness

- Coordinate evidence collection from divisions and verify completeness and traceability.
- Ensure evidence meets AGSA audit sufficiency requirements.
- Support mock audits, internal control verification exercises, and evidence pack assembly.
- Work closely with the Evidence & Documentation Officer.

G. Project Reporting & Stakeholder Management

- Prepare weekly progress reports, variance reports, and dashboard inputs.
- Provide inputs for monthly and quarterly reports to EXCO, BARC, Board and DCDT.
- Engage divisional heads, internal audit, ICT, Finance, SCM, and Operations to ensure alignment.
- Facilitate workstream meetings and progress workshops

H. Process Improvement & Control Enhancement

- Identify inefficiencies or gaps and recommend practical control improvements.
- Support design of end-to-end process flows (AS-IS and TO-BE).
- Work with the Business Analyst (if assigned) to document process maps and control frameworks.

Minimum Requirements & Experience

Qualifications/Knowledge

- Bachelor's degree (NQF 7) in Public Administration, ICT, Finance, Commerce, Engineering, Project Management or a related field.

Experience

- Minimum 5 – 7 years' experience in project management in at least one of the following fields:
 - governance & compliance
 - ICT or systems oversight
 - finance and internal controls
 - SCM or contract management
 - infrastructure/operational programmes (e.g., BDM-related work)
- Experience coordinating multi-disciplinary teams in a public-sector environment.
- Exposure to PFMA, Treasury Frameworks, AGSA audits, and compliance requirements.
- Experience in corrective-action implementation, audit remediation, or organisational reform initiatives will be a strong advantage.

Knowledge, Attributes and Skills

- Strong project planning and coordination capability.
- Excellent stakeholder engagement and facilitation skills.
- Solid understanding of public-sector governance and compliance frameworks.
- Strong analytical, problem-solving and systems thinking ability.
- Excellent written communication, reporting and documentation skills.
- Ability to manage pressure, tight deadlines, and multiple parallel workstreams.
- Proficiency in project management tools (MS Project, Excel, PowerBI, SharePoint).

Personal Attributes

- High attention to detail and follow-through.
- Ethical, reliable, and committed to integrity of processes.
- Resilient and adaptable under pressure.
- Solution-driven with a strong sense of accountability.
- Professional, structured and well-organised.

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 recruitmentprojectmanager@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)
