



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005 as amended. 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: 1 266 714 xv R1 492 122

(12-Month Fixed-Term Contract)

Centre: USAASA Head Office (Midrand)

Division: Strategy, Research & Performance Monitoring

(Ref 2026/01)

The Universal Service and Access Agency of South Africa (USAASA or Agency) is a public entity listed under section 3A of the Public Finance Management Act 01 of 1999 (PFMA) and established in terms of the Electronic Communications Act 36 of 2005 (ECA). USAASA's mandate is to promote universal access to information and communication technology (ICT) services across South Africa, particularly in underserved and rural areas. The Agency is responsible for implementing initiatives that bridge the digital divide and ensure equitable access to ICT services for all citizens.

Key Purpose of the Role

The Universal Service and Access Agency of South Africa (USAASA) seeks to appoint a highly experienced Programme Manager (Lead) to establish and lead an internal Programme Management Office (PMO). The PMO will drive the successful implementation of the Agency's Governance & Controls Strengthening Programme, a high-priority institutional stabilisation initiative designed to strengthen internal controls, enhance programme execution, and support compliance across all divisions.

The successful candidate will provide strategic programme direction, governance oversight, execution leadership, and cross-functional coordination for this intensive institutional-improvement programme.

Key Performance Areas

- Establish an internal PMO with appropriate governance frameworks, templates, tools and processes.
- Develop the master programme plan, Work Breakdown Structure (WBS), Gantt Chart and delivery roadmap.
- Lead, coordinate and provide oversight across all workstreams (Operations, Finance, SCM, ICT, Legal, Corporate Services, SRPM).
- Ensure effective execution of corrective actions and strengthening of internal controls, including BDM-related controls.
- Oversee evidence collection, verification and quality assurance to ensure full audit readiness.

- Prepare strategic reports, dashboards, briefing notes and submissions for EXCO, BARC, Board, DCDT and other stakeholders.
- Manage programme risks, issues, dependencies and escalations.
- Provide mentorship, coaching and skills transfer to internal PMO resources.
- Ensure alignment with PFMA, Treasury Regulations, AGSA requirements and USAASA governance frameworks.

Minimum Requirements

Qualifications

- Bachelor's degree (NQF 7) in Public Administration, Commerce, ICT, Engineering, Project/Programme Management or related field.
- A postgraduate qualification (NQF 8)

Experience

- Minimum 10 years' experience in complex, multi-stakeholder environments.
- Minimum 5 years' experience in the public sector under PFMA-governed institutions.
- Demonstrated experience leading organisational reform, governance strengthening, audit remediation, turnaround programmes or large-scale risk mitigation initiatives.
- Proven experience managing cross-functional teams and high-risk programmes.

Competencies

- Exceptional programme planning, leadership and governance skills.
- Strong understanding of PFMA, Treasury frameworks and public-sector compliance.
- Advanced communication, report writing and dashboarding skills.
- High-level problem solving, analytical reasoning and systems thinking.
- Ability to manage pressure, deadlines and 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)