ST STITHIANS COLLEGE

www.stithian.com

Inspiring Excellence.

Making a World of Difference

St Stithians College is a proudly South African school that embraces diversity and offers a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity*. Our College includes primary and secondary boys' and girls' schools, along with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.*

Information and Communication Technology

The Digital Transformation & Systems Project Manager enables the College to translate strategy into practical, well-governed digital solutions. The role owns the end-to-end coordination of selected systems, workflow and automation initiatives, from discovery and requirements definition through implementation, adoption, benefits tracking and continuous improvement.
The position serves as the bridge between College stakeholders, ICT, data owners and technology partners. It ensures that digital initiatives improve staff and parent experience, protect data integrity and privacy, reduce unnecessary manual work, and remain aligned with the College's educational and operational priorities.



Digital Transformation & Systems Project Manager (Internal advert)

This position is available from **January 2027**. We are seeking an experienced and forward-thinking **Digital Transformation & Systems Project Manager** to lead key digital initiatives, oversee the implementation and optimisation of systems, and support the College in achieving its digital transformation objectives.

Requirements for this position are:

- Demonstrated experience in business or systems analysis, project delivery, requirements definition and process improvement.
- At least five years' experience in digital transformation, systems implementation, business analysis, project management or a related field, including managing concurrent projects or workstreams across stakeholder groups.
- Ability to map complex workflows, identify dependencies and convert stakeholder needs into clear, testable requirements.
- Experience coordinating enterprise application implementation, data migration, integration, testing and change adoption.
- Experience creating project and test plans, process maps, business requirements, risk and issue logs, decision records and implementation reports, with an understanding of change management, benefits realisation and user adoption.
- Strong stakeholder facilitation, written communication, vendor management and executive reporting skills.
- Strong analytical, problem-solving and decision-support skills, able to challenge assumptions constructively, work independently and manage competing priorities with attention to detail.
- Demonstrated commitment to confidentiality, ethics, safeguarding and responsible handling of personal and institutional information; experience in education or a similarly complex multi-stakeholder environment is advantageous
- Working knowledge of data governance, privacy, access control, risk management and audit requirements.
- Ability to analyse datasets and system outputs to identify data-quality, reconciliation and process issues.
- Practical understanding of Microsoft 365 and workflow/automation concepts; school information systems experience is advantageous.
- Relevant tertiary qualification or equivalent demonstrated experience in information systems, business analysis, project management or a related field.

The Successful Candidate will :

- Lead and coordinate digital transformation, systems implementation and workflow improvement projects across the College.
- Analyse existing business processes and identify opportunities for simplification, standardisation and automation.
- Manage project requirements, implementation, data migration, system integration, testing, user acceptance and post-implementation support.
- Work collaboratively with ICT, College leadership, process owners, users and external technology partners to ensure successful project delivery
- Support data quality, integrity, privacy and governance, including compliance with POPIA and appropriate access controls
- Coordinate change management, stakeholder communication, training and user adoption of new systems and processes.
- Manage project risks, timelines, dependencies, vendors and deliverables, providing clear progress reporting and escalating concerns when required.
- Monitor the effectiveness of implemented solutions and identify opportunities for continuous improvement.
- Manage the global School Information Management System's permissions, enhancements and queries within the College system architecture
- Facilitate discovery workshops and document current- and future-state processes, requirements, acceptance criteria and controls; work with process owners to define data ownership, system roles and permissions, approval workflows and segregation of duties.
- Coordinate solution configuration, data cleansing, migration, reconciliation, integration and user acceptance testing, cutover readiness and post-implementation review, holding external technology partners to agreed scope, deliverables, timelines and acceptance criteria.
- Build privacy, information security, records management, auditability and least-privilege access into solution design, and assess proposed enhancements, integrations and automation against business value, user experience, cost, risk, scalability and architectural fit.

To apply, please use https://stithianjobs.mcidirecthire.com/ before the closing date of **04 November 2026**:
https://stithian.mcidirecthire.com/Internal/CurrentOpportunities

Applications received via email will not be considered. Applications must be submitted via the link above only.

St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives.

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The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applications automatically disqualifying themselves from consideration.

Only shortlisted candidates will be contacted

St Stithians College is unwavering in its commitment to safeguarding and promoting the welfare of children and young people. We have a suite of robust policies and procedures, regularly reviewed and updated, to ensure a safe, secure, and positive environment where all students can thrive. If you are successful, you will be expected to adhere to and actively contribute to these safeguarding practices.

St Stithians College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer