



VACANCY

REFERENCE NR	:	VAC00964
JOB TITLE	:	Business Analyst
JOB LEVEL	:	C5
SALARY	:	R 455 638 - R 683 457
REPORT TO	:	Senior: Business Analyst
DIVISION	:	Application Development & Maintenance
DEPARTMENT	:	IFASS: IJS Cluster Systems
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To help the business implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators, and partners. (Review, assessment, and development of business processes)

Key Responsibility Area

- Assesses client needs utilizing a structured requirements process (gathering, analysing, documenting, and managing changes) to assist in identifying business priorities, and may advise on options.
- Develops, writes, and communicates business requirements and functional specifications for the implementation of business solutions.
- Analyse client operations to understand their strengths and weaknesses to determine opportunities for improvements.
- Analyses the feasibility of, and develops requirements for, new systems and enhancements to existing systems; ensures the system design fits the needs of the users.
- Extract requirements: from business or government policies, as well as from current and future users, through interaction and research.
- Plans, organizes, and conducts business process engineering/improvement projects and/or management reviews.
- Perform business process analysis; comparison of same to management systems.
- Recommend, and make process and configuration changes to one or more operating functions and/or management systems; and perform.
- strategic business analysis
- Analyse and understand project scoping, plans and allocated activities.
- Identify and understand architectural and governance mechanisms to comply with during service delivery.
- Identifies the need for technical assistance to help in problem resolution.
- Execute allocated activities according to project plan.
- Identify and manage issues and risks.
- Monitor, evaluate and report on project of allocated activities.
- Utilise analysis and modelling tools to match strategic business objectives with practical technical solutions.
- Protects the business and user's needs by verifying functionality, accuracy, and completeness of the requirements against the original

- initiating documents. Safeguarding minimizes risk by ensuring requirements are being met before investing further in system development.
- Continually verify the requirements and reject implementations that do not advance business objectives.

Qualifications and Experience

Minimum: 3-year National Higher Diploma / Degree in Business, Computer Science, Information Systems, Technology and Engineering or related IT field / NQF level 6.

Experience: 3-5 years' in business analysis, business process management and business process engineering/reengineering. Including; experience in business modelling, Including: experience in business modelling, experience in business architecture, experience in business specifications development (URS, BSS, BRS, FDS), experience in solution architecture, experience in conducting research and feasibility study, experience in applying best practice. Working experience in the Application support services on the Department of Defence (DOD) Corporate Systems will be added advantage.

Technical Competencies Description

Knowledge of: Corporate and ICT Governance. System Development Life Cycle (SDLC) Tools and Methodologies. Solution Design. Development, Implementation and Integration Methodologies, including Testing Packaging and Release. IT Quality Management. knowledge of business operations and systems requirements processes. knowledge of IIBA principles and practices. Business Process Management. IT Security and ICT Standards. Legislative environment and IT Legislation. COTS (Commercial of the Shelf) Products. OSS (Open Source Software) Products. Project Management. Application Maintenance and Support. Hosting and Converged Communication. Enterprise architecture framework (TOGAF, Zachman, FEAF, MODAF, GWEA Framework, MIOS) . Enterprise Architecture Domains.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour;
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 14 September 2023

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard contract, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.