



VACANCY - 3020

REFERENCE NR	:	VAC01001/26
JOB TITLE	:	Business Analyst
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
REPORT TO	:	Lead Consultant
DIVISION	:	Application Development and Maintenance
DEPT	:	IFASS: Transversal & Unique Systems (TUS)
LOCATION	:	SITA and Client Onsite (Pretoria Central)
POSITION STATUS	:	36 months Fixed Term Contract (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. The incumbent will act as a key liaison between business stakeholders and technical teams to ensure that organisational needs are accurately captured and implemented through efficient technology and process improvements.

Key Responsibility Areas

- Consults with stakeholders, system users, system owners to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.
- Identifies opportunities for improving business processes through information systems and/or non-system driver changes; assists in the preparation of proposals to develop new systems and/or operational changes.
- Deliver services according to project plans and architectural and governance mechanisms to ensure overall compliance and improved service delivery.
- Create business requirements analysis and design work packages for integrated software components in accordance with ICT standards and the enterprise architecture for Government.
- Model Target Business Solution Specification in accordance with ICT standards and the enterprise architecture for Government.
- Develop Target Business Solution Specification in accordance with ICT standards and the enterprise architecture for Government
- Manage client's expectations. to ensure that IT solutions meet client needs and Model Business Solution specification in accordance with ICT standards.
- Participate in the execution of functional testing of software in accordance with SITA Testing methodologies, techniques and Tools.

Qualifications and Experience

Minimum: 3-year Diploma / Degree in Computer Science, Information Systems or related IT field / NQF level 6.

Experience: 3 – 5 years' experience in Business Analysis. Including business process management, business process engineering/reengineering, business modelling and business architecture. The experience must include:

- **Requirements Elicitation:** Facilitate stakeholder engagements to extract and document accurate user requirements.
- **Innovation:** Good understanding of IT systems and technological trends.
- **Communication:** Exceptional written and verbal communication, with the ability to convey concepts to stakeholders.
- **Document Coordination:** Develop user requirements, business requirement specifications, etc.
- **Testing:** Participate in execution of software test activities in accordance with best practice testing methodologies, techniques and tools.

Technical Competencies Description

Knowledge of: Corporate and ICT Governance. Development, Implementation and Integration Methodologies, including Testing, Packaging and Release. IT Quality Management. Knowledge of business operations and systems requirements process. 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. Application Maintenance and Support. Enterprise Architecture Framework (TOGAF, Zachman, FEAF, MODAF, GWEA Framework, MIOS).

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@sitaco.co.za OR 080 1414 882

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

Closing Date: 20 July 2026

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to short-listed 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.
- 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 performance contract, assessment recommendation, 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.