VACANCY - 1516

REFERENCE NR	:	**VAC00331/25 & 0332/25**
JOB TITLE	:	**Junior Business Analyst X2**
JOB LEVEL	:	**C2**
SALARY	:	**R 286 639 – R 429 959**
REPORT TO	:	**Lead Solution Architect**
DIVISION	:	**National and Regional Consulting Services**
DEPT	:	**NCS: Technical Consulting Services**
LOCATION	:	**SITA Erasmuskloof**
POSITION STATUS	:	**12 Months Fixed term contract (Internal & External)**

Purpose of the job

To provide support on business process management projects in business analysis and solution design through the elicitation, gathering, validating, and documenting various process and business information and needs, using accredited methodologies and supporting software with the objective of improving and automating business processes.

Key Responsibility Areas

- Analyse and elicit business needs (customer),
- Analyse business processes, including recognition of the potential for automation, assessment of the costs and potential benefits of the new approaches considered;
- Map business processes;
- Present as-is and to-be processes to Specialist Business Analyst;
- Conduct Data Analysis on requirements;
- Any other tasks as per manager discretion in support of fulfilling the departmental objectives.

Qualifications and Experience

Required Qualification: 1 - 2-year National Certificate in Business, Computer Science, Information Systems, Technology and Engineering, Business Management, Operation Management / NQF level 5.

Experience: 2-3 year working experience in Business and Systems Analyst.

Technical Competencies Description

Knowledge of: ICT legislation, policies and ICT standards, Business Process Management, Business Analysis Body of Knowledge, Data Management, Knowledge of modeling tools and techniques – Intermediate. Knowledge of Internet / Office packages especially Visio and Excel. Business Analysis principles architectural principles. Process modelling in BPMN 2.0. Systems Analysis, ICT Supply Management practices, Information System Security, Project Management, Enterprise Architecture frameworks (TOGAF, Zachman, FEAF, MODAF, GWEA),
Testing methodologies, Corporate Governance of ICT, SDLC Development tools and Methodologies, Implementation and Integration Methodologies, Commercial of the Shelf (COTS) products, and Open Source Software (OSS) products.

Interpersonal/behavioural competencies: Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; ; Resilience; and Stress Management.

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: 12 April 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on 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 a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant's documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.