VACANCY -2767

REFERENCE NR	:	**VAC00516/26**
JOB TITLE	:	**Junior Business Analyst**
JOB LEVEL	:	**C2**
SALARY	:	**R 286 639 – R 429 959**
REPORT TO	:	**Business Analyst**
DIVISION	:	**National and Regional Consulting**
DEPARTMENT	:	**Technical Consulting Services**
LOCATION	:	**SITA Erasmuskloof**
POSITION STATUS	:	**12 - Months - Fixed Term Contract (Internal & External)**

Purpose of the job

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

Key Responsibility Area

- 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 Senior Business Analyst.
- Conduct system Testing.
- Monitor requirements.
- Conduct Data Analysis on requirements.
- Any other tasks as per manager's discretion in support of fulfilling the departmental objectives.

Qualifications and Experience

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

Experience: 2 - 3 years' 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, 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.

Skills: Analytical skills – Intermediate. Problem solving skills – Basic. Written and verbal communication skills – Intermediate. Report writing skills – Intermediate. Project Management skills– Intermediate. Interpersonal skills- Basic.

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: 13 February 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 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.
- 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 into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.