



VACANCY - 3144

REFERENCE NR	:	VAC00786/27
JOB TITLE	:	Junior Business Analyst
JOB LEVEL	:	C2
SALARY	:	R 300 971 – R 451 457
REPORT TO	:	Senior Business Analyst
DIVISION	:	ADM: Applications
DEPT	:	IFASS DOD
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	3 Years 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 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.
- Conduct system Testing.
- Monitor requirements.
- Conduct Data Analysis on requirements.

Qualifications and Experience

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

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: 02 October 2026

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on 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 a 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.