



VACANCY - 1043

REFERENCE NR	:	VAC00782/24
JOB TITLE	:	Process Analyst
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Lead: Solution Architect
DIVISION	:	National Regional Consulting
DEPT	:	Technical Consulting Services
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Analyse, evaluate, design and implement business processes and workflows to be improved or automated. To obtain business requirements and engage with stakeholders to identify business needs, conduct business process re-engineering facilitations, improve and integrate end-to-end processes to improve the performance of the new requirement or enhancement technology solution while ensuring alignment to business needs.

Key Responsibility Areas

- Collaborate with process owners and subject matter experts to create new process designs to improve the effectiveness and efficiency of business processes
- Document the process architecture of the organisation as per the defined methods and standards
- Embed business processes to ensure understandability and implementation of the process designs.

Qualifications and Experience

Minimum: 3-year National Diploma or Degree in Business, Computer Science, Information Systems, Technology and Engineering.

Experience: 3-5 years working experience with 1 year in business process improvement and mapping, domain/architecture development, requirement management and end-to-end business process modelling including business reengineering.

Technical Competencies Description

ICT legislation, Policies and Standards, Business Process Management, Business Analysis Body of Knowledge, Data Management, 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 and Knowledge of relevant process modelling, MS projects and tools (Visio).

Technical Competencies: Business Intelligence & Analytics; Information Management; Business Analysis; Corporate Governance; Business Writing; Enterprise ICT Governance; IT Project Management; and Architecture.

Interpersonal/behavioral Competencies: Attention to Detail; Analytical thinking; Continuous Learning; Disciplined; Resilience; Stress Management; and Problem-solving skills.

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: 04 August 2023

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. 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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.