



**VACANCY - 3007  
RE ADVERTISEMENT**

<b>REFERENCE NR</b>	:	<b>VAC00343/27</b>
<b>JOB TITLE</b>	:	<b>Junior Business Analyst</b>
<b>JOB LEVEL</b>	:	<b>C2</b>
<b>SALARY</b>	:	<b>R 300 971 – R 451 457</b>
<b>REPORT TO</b>	:	<b>Snr Manager PLC</b>
<b>DIVISION</b>	:	<b>NRC: Exec National &amp; Regional Consulting</b>
<b>DEPT</b>	:	<b>Prov WC: PMO</b>
<b>LOCATION</b>	:	<b>SITA Cape Town Observatory</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

**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](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 06 July 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.