



#### VACANCY - 2589

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|-----------------|---|---------------------------------|
| REFERENCE NR    | : | VAC00001/23                     |
| JOB TITLE       | : | Senior BI Analyst – EPMO        |
| JOB LEVEL       | : | D1                              |
| SALARY          | : | R 558 347 - R 837 521           |
| REPORT TO       | : | HOD: EPMO                       |
| DIVISION        | : | Corporate & Digital Strategy    |
| DEPT            | : | EPMO                            |
| LOCATION        | : | SITA Erasmuskloof               |
| POSITION STATUS | : | Permanent (Internal & External) |

#### Purpose of the job

To analyse and report on SITA's business performance in terms of the defined internal and external Project, Services, and Investment Portfolios to transform data into insights that drive business value on an enterprise level. Using data mining, data analytics, data visualization, and data modelling techniques and technologies, analyse performance and identify trends. To provide business decision-making information to improve service efficiency, saving costs, and improve the sustainability of the organisation. Working with all divisions of the company the Senior BI Analyst will be mining complex data collected in multiple databases throughout the organization, using BI software and tools, comparing data, and creating visualizations that communicate analysed performance data to management. Candidates need a well-rounded background to balance the line between IT and business experience, with a strong focus on the core process and data across all modules of the Oracle EBS suite.

#### Key Responsibility Areas

- To analyse and report on SITA's business performance in terms of the defined internal and external Projects, Services and Investment Portfolios and Service Catalogue to transform data into insights that drive business value on enterprise level
- Maintain Service Catalogue customer engagement commercial baseline of all projects and services executed
- Maintain commercial baseline of annual business portfolio as per the Service Catalogue with specific reference to Sales Targets
- Maintain commercial baseline of service elements as defined in the Services Framework for each of the services define in the Service Catalogue
- Consolidate and perform engagement/performance baseline management of all services and product as approved by the appropriate Governance Committees
- Facilitate, develop and ensure implementation of Project and Service Management Governance principles to ensure standardization and uniformity of audit records available of the delivery of such services.
- Support projects and services governance forums with appropriate compliance management information and monitor the implementation of specific governance committee resolutions of business controls.

#### Qualifications and Experience

**Minimum:** 3-year National Diploma / Degree in a Business Management /Mathematics / Information Technology/ Computer Science / Statistics /Accounting - at least NQF level 6.

**Experience:** 5 - 6 years working experience in information management, including expertise of 3 - 6 years of experience in business performance analysis and reporting (MS Excel-based), data analytics on Oracle EBS/ERP and in Financial/HCM/Projects Management data analysis.

#### **Technical Competencies Description**

**Knowledge of:** Public sector / Government organization; Information Technology management; ICT Services; System Engineering methods and Governance (Preferably ISO 12207 based); Data Analytics; Data Visualisation, Modelling, and Reporting; BI software and tools (Oracle EBS suite)

#### **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 080 1414 882

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

**Closing Date: 28 October 2025**

#### **Disclaimer**

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