



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20250723/2440
BPS Vacancy Number:	VAC00553/26
Job Title:	Business Analyst
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	NRCS: National and Regional Consulting Services
Department:	Technical Consulting Services
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To help the business implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators and partners. (review, assessment, and development of business processes.

Responsibilities:

- Consults with clients (Govt Departments) management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access to improve interoperability of government systems and quality of services and deliverables
- Identifies opportunities for improving business processes through information systems and/or non-system driver changes; assists in the preparation of proposals to develop new systems and/or operational changes.
- Deliver services according to project plans and architectural and governance mechanisms to ensure overall compliance and improved service delivery
- Create business requirements analysis and design work packages for integrated software components, taking into consideration SITA's software development stack and doing this in accordance with ICT standards and the enterprise architecture for Government
- Model Target Business Solution Specification in accordance with ICT standards and the enterprise architecture for Government
- Develop Target Business Solution Specification in accordance with ICT standards and the enterprise architecture for Government
- Manage client's expectations. to ensure that IT solutions meet client needs and Model Business Solution specification in accordance with ICT standards
- Execution of functional testing of software in accordance with SITA Test Executes test cases using SITA approved Testing Tools
- Participate in Packaging and releasing of integrated IT software components in accordance with ICT standards and the enterprise architecture for Government.

Qualifications and Experience:

Minimum: 3-year Diploma / Degree in Computer Science, Information Systems or related IT field / NQF level 6.
Experience: 3-5 years' experience in business analysis, business process management and business process engineering/reengineering. Including experience in business modelling. experience in business architecture.

Knowledge:

Knowledge of: Corporate and ICT Governance. Development, Implementation and Integration Methodologies, including Testing, Packaging and Release. IT Quality Management. knowledge of business operations and systems requirements process. knowledge of IIBA principles and practices. Business Process Management. IT Security and ICT Standards Legislative environment and IT Legislation. COTS (Commercial of the Shelf) Products. OSS (Open-Source Software) Products. Project Management. Application Maintenance and Support. Hosting and Converged Communication. Enterprise architecture framework (TOGAF, Zachman, FEAR, MODAF, GWEA Framework, MIOS). Technical competencies: Business Analysis; and Business Intelligence & Analytics. Interpersonal/behavioural competencies: Attention to Detail; Analytical thinking; Disciplined; Resilience; and Stress Management.

Technical Competencies

Business Analysis

The methodical investigation, analysis, review and documentation of all or part of a business in terms of business goals, objectives, functions and processes, the information used and the data on which the information is based. The definition of requirements for improving processes and systems, reducing their costs, enhancing their sustainability, and the quantification of potential business benefits. The collaborative creation and iteration of viable specifications and acceptance criteria in preparation for the deployment of information and communication systems. The adoption and adaptation of business analysis approaches based on the context of the work and selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.

Interpersonal and Behavioural Competencies

Attention to Detail

The ability to ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements

n/a

How to apply

To apply please log onto the e-Government Portal: <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 <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sitaco.co.za or Call: 0801414882

Closing Date : 05 Aug 2025

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****