



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260408/2870
BPS Vacancy Number:	VAC00516/26
Job Title:	Junior Business Analyst
Job Level:	C2
Vacancy Type:	Internal & External
Salary Range:	R286639.00 - R429959.00
Organisation Name:	State Information Technology Agency
Division:	NRCS: National and Regional Consulting Services
Department:	Technical Consulting Services
Employment Type:	Contract
Contract Duration:	12 -Months Fixed Term Contract
Location:	SITA Erasmuskloof
Number Of Openings:	1

Purpose of 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.

Responsibilities:

- 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.
- Map business processes.
- Present as-is and to-be processes to Senior Business Analyst.
- Conduct system Testing.
- Monitor requirements.
- Conduct Data Analysis on requirements.
- Any other tasks as per manager's discretion in support of fulfilling the departmental objectives.

Qualifications and Experience:

Minimum: 1 - 2 Year National Certificate in Business, Computer Science, Information Systems, Technology and Engineering / Business Management, Operation Management / NQF level 5.
Experience: 2 - 3 years' year working experience in Business and Systems Analyst

Knowledge:

Knowledge of: ICT legislation, policies and ICT standards, Business Process Management, Business Analysis Body of Knowledge, Data Management, Knowledge of modeling tools and techniques – Intermediate. Knowledge of Internet / Office packages especially Visio and Excel. Business Analysis principles, Process modelling in BPMN 2.0. Systems Analysis, ICT Supply Management practices, Information System Security, Project Management, Enterprise Architecture frameworks (TOGAF, Zachman, FEA, 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.
Skills: Analytical skills – Intermediate. Problem solving skills – Basic. Written and verbal communication skills – Intermediate. Report writing skills – Intermediate. Project Management skills– Intermediate. Interpersonal skills- Basic.

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.

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@sita.co.za or Call: 0801414882

Closing Date : 17 Apr 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

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant s documents Qualifications , and reference checking
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV s from Recruitment Agencies will not be considered
- 9 CV s sent to incorrect email address will not be considered