



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260709/3020
BPS Vacancy Number:	VAC0 1001/26
Job Title:	Business Analyst
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	ADM: Exec Apps Development & Maintain
Department:	IFASS: Transversal and Unique Systems
Employment Type:	Contract
Contract Duration:	3 years
Location:	SITA & Client Onsite (Pretoria Central)
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. The incumbent will act as a key liaison between business stakeholders and technical teams to ensure that organisational needs are accurately captured and implemented through efficient technology and process improvements.

Responsibilities:

- Consults with stakeholders, system users, system owners to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.
- 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 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.
- Participate in the execution of functional testing of software in accordance with SITA Testing methodologies, techniques and Tools

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. Including business process management, business process engineering/reengineering, business modelling and business architecture. The experience must include:

- Requirements Elicitation: Facilitate stakeholder engagements to extract and document accurate user requirements.
- Innovation: Good understanding of IT systems and technological trends.
- Communication: Exceptional written and verbal communication, with the ability to convey concepts to stakeholders.
- Document Coordination: Develop user requirements, business requirement specifications, etc.
- Testing: Participate in execution of software test activities in accordance with best practice testing methodologies, techniques and tools

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. Application Maintenance and Support. Enterprise Architecture Framework (TOGAF, Zachman, FEAF, MODAF, GWEA Framework, MIOS).

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@sita.co.za or Call: 0801414882

Closing Date : 20 Jul 2026

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