



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNP/20230906/971
Advert Reference Number:	RBIDZ 25
Job Title:	Business Application & System Analyst Specialist
Job Level:	Specialist
Vacancy Type:	Internal & External
Salary:	Negotiable
Department:	RICHARDS BAY INDUSTRIAL DEVELOPMENT ZONE
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Richards Bay
Number Of Posts:	1

#### Duties/Responsibilities:

.People Coordination. Plan, organise, lead and control activities to ensure sub-functional objectives are met or exceeded. .Ensure effective communication within department. . Database administration. To obtain optimum server and database performance, the following needs to be done: .Ensure that the backups are completing successfully on the SQL Databases. Develop standards and procedures for database administrative maintenance. .Perform Error Checking on Database logs. .Monitor database performance and managing parameters to provide fast query responses to end users. .Business System maintenance. Business System maintenance: .Modify legacy systems. .Develop interfaces with business applications. .Design, develop and implement custom reports as per users request. .Assist to develop, manage, and test backup and recovery plans. .Definition and allocation of user rights. Ensure sufficient controls are in place to protect against unauthorized application access. .Maintaining an up-to-date inventory of software and hardware. .Designing, coding, testing, implementing, maintaining, development and installation of new and existing applications/ information systems. .Analyse, develop, modify and test software to support business applications. Ensure compliance with change control processes. Plan and actively participate in deployment of major applications and version changes. Fine-tune applications and databases. Customize business applications to meet the business and users requirements by compiling business processes and mapping against system requirements. Query databases and design interfaces. .Assist to document and design business processes on new and existing applications. .Conduct analysis of user requirements and business requirements and transform them into technical design. .Debug custom business application solutions using object-oriented programming principles and tools for designing, editing, compiling, and debugging code. .Engage with the end-users to architect and develop business systems gap and fit solutions which includes producing technical specifications based on functional design specifications. .Design and develop custom system reports using object-oriented programming principles, VB and/or SSRS. .Modify and maintain system user interface based on business requirements using object-oriented programming principles. .Perform debugging and unit testing of business system solutions. .Package business systems customizations and enhancements into deployment models. Promote business systems models from development and test environments. .Business Applications System Support. Assist in supporting users with specialized business applications. .Log all support calls and provide continuous feedback to end users. Escalate requests to systems development service providers or software suppliers. .Conduct day-to-day administration of software application operation and maintenance activities. Work closely with application developers and a variety of end users to ensure technical compatibility and user satisfaction of all applications. Extract system reports using Business Intelligence tools. Capture all support and resolutions and prepare monthly reports. .Business Applications System Training and development. Conduct scheduled and ad hoc user training and awareness to new and current staff. .Conduct user training on business processes. .Write user training manuals, database documentation, including data standards, procedures and definitions for the data dictionary

#### Qualifications and Experience:

&#9679; Grade 12&#9679; Certificate in ITIL /Microsoft ERP Certification/MCSE. &#9679;National Diploma/ Degree in Information Technology/ Information Systems/Computer Science&#9679; Honours Degree in Information Technology/Information Systems/Computer Science(advantageous) &#9679; 5 years Operational Experience in the Understanding of ERP systems eg. Microsoft Dynamics Finance and Operations, GALAXY PAL SCADA, Technologies, Web development, SharePoint 2013, SAGE VIP Payroll, Business Intelligence reports, Certification in SQL 2008 or above. &#9679;Valid Driver's License

#### Essential Knowledge, Skills and Competencies Required:

Knowledge and practical understanding of database applications. &#9679;Knowledge and practical application of operating systems &#9679;Knowledge and practical application of LAN operating systems. &#9679;Skills: &#9679; Conflict handling skills&#9679; Analytical skills&#9679; Decision making&#9679; Communication skills&#9679; Planning & organizing. &#9679;Attributes; &#9679; Ability to work in harmony with co-workers&#9679; Honesty&#9679; Flexibility&#9679; Strong work ethic&#9679; Persistence & Determination

#### Additional Information

To apply, please follow this link  
<https://rbidz.mcidirecthire.com/default/External/CurrentOpportunities>

#### How to apply

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

1. Click on “Employment & Labour”;
2. Click on “Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
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: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 22 Sep 2023

#### Disclaimer

## DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.