VACANCY - 3243

REFERENCE NR	**:**	**VAC00767/27**
JOB TITLE	**:**	**Business Analyst**
JOB LEVEL	**:**	**C5**
SALARY	**:**	**R 478 420 – R 717 630**
REPORT TO	**:**	**Senior Business Analyst**
DIVISION	**:**	**ADM: Applications**
DEPT	**:**	**IFASS DOD**
LOCATION	**:**	**SITA Erasmuskloof**
POSITION STATUS	**:**	**Permanent (Internal & External)**

Purpose of the 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).

Key Responsibility Areas

- 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.
- Consult with Department of Defence (DOD) clients, management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, to improve interoperability of systems and quality of services and deliverables.

Qualifications and Experience

Minimum: 3-year Diploma / Degree in Computer Science, Information Systems or equivalent/NQF level 6 with 360 credits.

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, business specification development (URS, BRS, FDS) experience in solution architecture. experience in conducting research and feasibility study. experience in applying best practice.

Experience in Central Access Administration System (CAAS) would be considered an added advantage.

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Technical Competencies Description

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, FEAF, 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.

How to apply

To apply please log onto the e-Government Portal: 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, 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 OR 080 1414 882

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

Closing Date: 02 October 2026

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 to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.