



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: INFORMATION AND COMMUNICATIONS TECHNOLOGY		
30 August 2021		
REFERENCE NUMBER	POSITION: 12 MONTHS FIXED TERM CONTRACT	NUMBER OF VACANCIES AVAILABLE
ICT: 33/2021	BUSINESS ANALYST (RE- ADVERT) ALL INCLUSIVE MONTHLY REMUNERATION: R 58 000	1

MICT SETA seeks to employ a suitably qualified and competent **Business Analyst**; the primary role of the position is managing and improving ICT systems, processes, products, services and software through a structured process of data analysis, modelling, validation and translates this into business requirements. This position acts as an intermediary between the ICT Division and the other business units to improve productivity and efficiency through specifying technical solutions.

The successful incumbent will be based at the Midrand Office and report to the **Chief Information Officer**.

MINIMUM REQUIREMENTS:

- Minimum National Diploma NQF Level 6 or higher in Information Technology, or equivalent.
- Minimum 5 years' experience as a business analyst
- 2-3 managerial experience
- Must have experience in ERP systems, Business Intelligence systems, Scrum methodology or any other that is used in system development
- ITIL Foundation version 3 or higher as an added advantage.
- Sound understanding of systems development methodologies
- Preferable public sector experience

TECHNICAL COMPETENCIES

- Detailed-Orientated
- Business writing skills
- Presentation Skills
- Business process modelling
- Management Skills
- Planning
- Project Management
- Risk Management

BEHAVIORAL COMPETENCIES

- Decision making and problem-solving
- Communication skills
- Conflict management
- Interpersonal
- Analytical ability
- Quality and service focus
- Integrity
- Accountable
- Flexibility and adaptability
- Leadership skills
- Negotiation skills

ROLES AND RESPONSIBILITIES

Business Intelligence Analysis

- Analyse and evaluate IT and business systems and processes
- Enhance the quality of IT products and services
- Perform business analysis and process improvement
- Ensure ongoing research and development of cutting- edge information, Knowledge and Technology management solutions that will enable MICTSETA to fulfil and expand its service offering

Business processes management

- Develop systems and monitor the MICTSETA's processes to ensure they run smoothly and can be improved over time.
- Identifying and modifying existing processes to improve productivity and efficiency.
- Lead IT business systems and processes re-engineering.
- Analyse and decompose relevant business processes.

Project Management

- Ensure efficient project management of systems development and implementation projects.
- Manage and participate in ICT systems initiatives, projects and activities.
- Plan and execute project plans.
- Define service level agreements with all service providers and line managers.

Stakeholder Relations

- Participate in the various communications Forums, meetings.
- Negotiate and attain the support of key stakeholders to IT systems business proposals.

Governance, Risk and Compliance

- Ensure compliance with relevant legislation and regulations.
- Develop controls and framework for governance, risk and compliance.
- Risk assessment and mitigation

Monitoring and Evaluation

- Review project contracts
- Monitor the effectiveness of organisational IT systems
- Monitor and manage the delivery of project deadlines

Reporting

- Produce operational reports
- Produce reports on systems developments and implementation

- Prepare management reports and contribute to Board reports

People Management

- Ensure that staff is inducted within the unit and trained to understand job expectations
- Implementation of the MICT performance management policy within the business unit
- Champion the skills development and transfer within the business unit

Application:

CVs and certified qualifications of suitably qualified persons must be forwarded to the Human Capital Division for the attention of: Ms. Zwonaka Makhani (Recruitment@mict.org.za) by no later than **10 September 2021**. Queries may be directed to 011-207-2645.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.



MICTSETA |

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES