



## **IT Business System Analyst (COO 08/2018)**

---

**Salary:** R697 011 per annum (all inclusive MMS remuneration package)

**Centre:** Pretoria

### **Requirements:**

- A recognised three-year Degree/National Diploma in Information Technology (IT) or a relevant equivalent qualification.
- Extensive relevant experience.
- Project management, change management, knowledge management, service delivery Innovation (SDI), problem solving and analysis, people management and empowerment and client orientation and customer focus skills.
- Sound organising and planning, good communication, analytical, stakeholder relationship and presentation skills.
- Computer literacy. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, and Information Systems.
- Knowledge of Content Server i.e. Suite 16 will be an added advantage.

### **Duties:**

- Identify, define and document business requirements.
- Develop functional specifications, business case, technical design specifications and database design.
- Design/improve business processes maps.
- Update/maintain system configuration and training document/guide.
- Develop test packs and test plans.
- Prepare test scripts. Maintain business architecture information models.
- Maintain data architecture models and technology architecture models.
- Co-ordinate and facilitate joint application development (JAD) sessions.
- Develop resource allocation plan for solutions as well as user manuals.

- Liaise with the developers and users to ensure that both business and technical requirements are achieved.
- Research and identify possible solutions. Conduct user system training and assessments.

**Enquiries:** Ms. N Dlamini; Tel: 012 399 8725

**For attention:** Mr. L I Letschedi

**Closing Date:** **01 April 2019**

- 
- All applications must be submitted on a signed **283 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
  - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
  - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
  - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
  - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
  - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
  - The Department reserves the right not to make an appointment.
  - No e-mailed, faxed or late applications will be considered.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.