

## JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

1 November 2018

The following vacancy exists at NSFAS.

|                              |   |                         |                       |
|------------------------------|---|-------------------------|-----------------------|
| <b>Position</b>              | Business Analysts                                 | <b>Type &amp; Grade</b> | Permanent, (Grade 11) |
| <b>Vacancy No</b>            | 53 of 2018/2019                                   |                         |                       |
| <b>Department &amp; Unit</b> | Business Transformation and Enablement Department |                         |                       |

### POSITION OVERVIEW

It is expected that the Business Analyst will be an individual who is a self-starter, keeping abreast of current IT technologies so as to assist NSFAS in meeting their demanding roll out strategy. While managing NSFAS's ICT activities, he/she will foster an environment of accountability, excellence, collaboration, continuous improvement and innovation among the staff and will demonstrate fiscal responsibility.

### RESPONSIBILITIES

Given the new student-centred model implementation with its resultant vibrant, technologically savvy and high performance organisational culture, the following Key Performance Areas will be expected:

Reporting to the Lead Process Engineer the role will be responsible for the following main areas:

- Provide business case development support to line management;
- Perform stakeholder analysis;
- Identify and document business requirements;
- Input into solution design; and
- Assist in implementation and handover to the business.

**Key Performance Areas:**

- Assist in creating the Business Support strategy and governance;
- Collecting and analysing business requirements within the organization;
- Prioritize work according to delivery requirements;
- Provide support to users and management of change requests;
- Engage with business and ICT stakeholders; and
- Identify business opportunities and business risks within NSFAS

**DESIRED SKILLS AND EXPERIENCE**

**Minimum requirements:**

- Bachelor's degree in Information Technology or similar relevant qualification.
- At least 5 years working as a business analyst.
- At least 3 years' experience working in business analysis and ICT environment/
- FTI Business Analysis Diploma will be an added advantage.

**Competencies:**

- Proven ability in gathering and analysing business requirements.
- Familiarity with the Software Development Life Cycle (SDLC).
- Experience in working in an Agile and Scrum development environment.
- Experience in data analysis.
- Experience in working with ICT projects.
- Communicates effectively both formally and informally.

**Personal attributes**

- Accountability
- Creativity
- Analytical
- Influential

- Interpersonal Relationships
- Results Driven
- Innovative
- Flexible
- Managing technical skills development
- Communication
- Customer service (internal and external)
- Proactive SLA management
- Knowledge sharing and transfer
- Organising and presenting information
- Effective judgment and decision making
- Ability to work under pressure

#### REMUNERATION & BENEFITS

**Remuneration Package:** **R 697 011 – R 821 052 per annum**

Total Cost to Company per annum inclusive of all benefits and company contributions.

**Benefits and Conditions:** **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (15%), medical aid contributions and an annual bonus.

**Closing date:** **15 November 2018.**

#### PLEASE NOTE

**NSFAS do not consider late applications**

**Internal NSFAS Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates**

**Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Thokozile Mnikina via email [jobs@nsfas.org.za](mailto:jobs@nsfas.org.za)**





**NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful**

#### **EMPLOYMENT EQUITY:**

**NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios.**

#### **RECOGNITION OF PRIOR LEARNING:**

**NSFAS may recognise experience in lieu of the Minimum Stipulated Formal Qualifications on condition that the Experience is Specific, Relevant and Appropriate for the vacant position as part of Recognition of Prior Learning (RPL) measures. The assessment of suitability is at the sole discretion of NSFAS, and no further correspondence would be entered into regarding the outcome. In this regard, candidates are required to include this aspect in their motivation letter for consideration, and may be required to undergo a competency evaluation prior to appointment**



