

INSETA ROLE PROFILE – Business Analyst

JOB IDENTIFICATION

1. JOB TITLE	Business Analyst
2. POST LEVEL	To be graded
3. DEPARTMENT	IT
4. REPORTING LINE	IT Manager
5. DIVISION	IT
6. LOCATION / CENTRE	Parktown
7. CONTRACT TYPE	Full time

PURPOSE OF THE JOB

Design, code and implement computer programs for a variety of INSETA data processing needs; perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements; write maintenance and user documentation to support programs; test and debug programs for accuracy and reliability; instruct program users in proper operation.

LEGISLATIVE MANDATE

- a) Skills Development Act (SDA)
- b) Skills Development Levies Act (SDLA)
- c) South African Quality Assurance Act (SAQA Act)
- d) National Qualifications Framework Act (NQF Act)
- e) Basic Condition of Employment Act (BCE Act)
- f) Labour Relations Act (LR Act)
- g) Employment Equity Act (EE Act)
- h) Public Finance Management Act (PFM Act)
- i) National Skills Development Strategy (NSDS)
- j) Treasury Regulations
- k) DoL / DoHET Guideline

Key Performance Areas	Outputs
1. Business Analysis Planning and Monitoring	<ul style="list-style-type: none"> • Analyse Stakeholder for tasks and activities. • Customise an approach to managing issues, risks, and requirement for the Division. • Develop a monitoring and evaluation report tool for division's requirements activities; and customise processes to manage change on projects for the Division. • Coordinate and facilitate to ensure successful development and maintenance of change management policy for changes or updates to allocation systems. • Ensure that the project deliverables are delivered in time and within budget. • Monitor deployments, implementation, maintenance of applications systems according to business requirements and strategic plans.

2.Elicitation	<ul style="list-style-type: none"> • Develop business requirements, business cases and specifications for systems and applications. • Work with Stakeholders to help them understand their requirements with the scope of a project. • Conduct fact finding by eliciting requirements; brainstorming; analysing documents, running focus groups; analysing system interfaces, interviewing; observing; prototyping; facilitating requirements workshops; reverse engineering existing systems; imperative research, best practices and collecting of inputs through survey and questionnaires. • Conduct feasibility studies.
3.Requirement Management and Communication	<ul style="list-style-type: none"> • Develop and implement communication plans for effective communication, negotiations and influencing understanding of the need of non-technical to internal clients on all levels. • Raise awareness within INSETA of the possibilities of information management and information technology to address services delivery effectively and efficiently. • Coordinate the approval process aligned to agreed requirements. • Ensure the project teams and stakeholders do not deviate from the agreements on project scopes. • Track requirement thorough implementation
4.Enterprise Analysis	<ul style="list-style-type: none"> • Define business needs in accordance with the strategic direction of INSETA. • Assess Business Architecture • Conduct capability gap analysis. • Define solution scope. • Develop business cases.
5.Requirement Analysis	<ul style="list-style-type: none"> • Document and analyse business, stakeholder, functional and non-functional requirements. • Verify and validate requirements. • Modelling the business domain using process diagrams, flowcharts, data models, exploring behaviour models using use case, user experience design, story boards, wireframes, user profiles and stories • Work with project teams towards defining solutions that will meet the agreed requirement.
6.Solution Assessment and Validation	<ul style="list-style-type: none"> • Assess proposed solutions to help the business to select the best fit to their requirements, and once selected, how the business should prove that the solution meets the requirements and whether the project has met ins objectives. • Evaluate alternative solutions, quality assurance processes, support through implementation and post implementation reviews. • Document system operations and user manuals • Train users on existing and newly acquired systems
7.Budgeting and Financial Management	<ul style="list-style-type: none"> • Develops own work-unit budget and manages the unit's finances as required in terms of the PFMA. • Interprets the requirements of the PFMA and provides advice on existing financial policies. • Promotes adherence to government policy and overall financial function. • Reviews and monitors budget to ensure that the required financial procedures are adhered to and all monies are accounted for. • Monitors, in a broad scope, compliance with policy.

KEY OBJECTIVES	
a)	Interprets specifications, technical designs and flow charts.
b)	Builds, maintains and modifies the code for software applications.
c)	Constructs technical specifications from a business functional model.
d)	Tests and writes technical documentation.

REQUIRED QUALIFICATIONS AND EXPERIENCE

<p>Qualifications Matric / Grade 12</p> <p>Bachelor's Degree MIS, CIS, Computer Science, Data Science, Informatics or Business Analytics</p>	<p>Experience</p> <ul style="list-style-type: none"> •5 years solid Business Analysis / Systems Analysis experience. •Business experience and product knowledge (Advantageous) •Integration experience with 3rd party vendors or multiple inter-dependencies (Advantageous) •Triaging, facilitating and supporting of defects with the testing and UAT teams, •High level understanding of open source and Microservices architecture, •Knowledge of Business Process Model and Notation •Knowledge of ITIL (Incident, Change, Release, Problem Management), CMMI •Enterprise architect
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MAIN TASKS

<p>1.Stakeholder Engagement</p>	<ul style="list-style-type: none"> •Maintain contact with users to analyse system performance and efficiency. •Provide training support and consult with users to discuss desired output and user expectation . •Consult with information systems staff regarding system design, problems and developments and other related matters. •Help other staff with system design phase of new applications.
<p>2.Strategic Alignment</p>	<ul style="list-style-type: none"> •Contribute to and deliver on system operations goals to ensure strategic alignment with INSETA.
<p>3. Compliance and Risk Management</p>	<ul style="list-style-type: none"> • Write and maintain program and system operations documentation for users and operators. •Assure documentation contains steps to initiate programs and routines to remedy interruptions in program runs.
<p>4.Continuous Improvement</p>	<ul style="list-style-type: none"> • Design and modify existing programs and data structures. •Provide for proper maintenance of assigned programs. •Perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements.
<p>5.System Design and Analysis</p>	<ul style="list-style-type: none"> •Design, program, code and analyse new computer programs and •Data structures in accordance with specifications and user needs, including screen formats and job control language procedures in accordance with programming standards. •Reporting and dashboard production.
<p>6.System Maintenance and Administration</p>	<ul style="list-style-type: none"> •Maintain file structures used in programs. •Maintain flow charts or narrative description of program flow, purpose and operation. •Maintain current knowledge of developments, issues and advancements in data processing equipment and software.
<p>7.Quality Assurance</p>	<ul style="list-style-type: none"> •Examine output data from program operations to verify and assure accuracy and completeness of data. •Test and de-bug programs to assure reliability of program operations.

The responsibilities contained in this document are not necessarily exhaustive and the employer is entitled to instruct the employee to carry out additional duties or responsibilities which may fall reasonably within the ambit of the position profile or in accordance with operational requirements.

SPECIAL PROJECTS AND/OR FOCUS AREAS	
Analysis, development, and implementation of the MIS system.	

INFRASTRUCTURE REQUIRED	
Resources Provided	<ul style="list-style-type: none"> • Laptop Computer • 3G Card • Landline telephone • Access to internet • Photocopier • Scanner

ORGANISATIONAL STRUCTURE



PERFORMANCE AGREEMENT
The performance agreement of the incumbent, which attributes specific targets to the above mentioned outputs would be developed based on this Job Description and the Strategy / APP.

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV and copies of qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date is Friday 12 March 2021

INSETA reserves the right not to make an appointment.

No late applications will be accepted.