

## Job Advert for Junior Business Analyst

### The Job Position

<b>Position Number</b>	CC0002
<b>Job Title</b>	Business Analyst (With Industry Specific Expertise)
<b>Position</b>	Business Analyst
<b>Job Level</b>	Junior
<b>Department</b>	Consulting Centre
<b>Physical Location (Company)</b>	Software Factory in Centurion Office
<b>Work Location</b>	<ul style="list-style-type: none"> <li>• Software Factory based in Centurion</li> <li>• Offsite at Client Sites most of the time.</li> <li>• Travelling in SA and abroad for long term and short-term projects from time to time – passport a prerequisite</li> </ul>
<b>Date of Appointment</b>	On Request
<b>Type of Appointment</b>	Permanent / Sub-Contractors Project (typical 2-5 years)
<b>Purpose of the Job</b>	To translate the business requirements for complex solutions into the specifications format of the Client, and to assure the quality of the implementation of these requirements.
<b>Job Functions</b>	<ul style="list-style-type: none"> <li>• To maximise business opportunities and reduce the risk exposure of the Client.</li> <li>• To analyse and document business requirements, processes, procedures, whilst identifying viable efficiency enhancement opportunities.</li> <li>• To ensure that the Clients' products and processes are supported and configured to meet customers' needs i.e. alignment of applications, processes &amp; business rules, performance factors etc.</li> <li>• To ensure that the Clients' operations are running both effectively and efficiently.</li> <li>• Enable complete business area analysis and specification through the application of business modeling methods and techniques.</li> <li>• Re-engineer business areas and support system development projects practically.</li> </ul>



<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Results Focused</li> <li>• Information Handling</li> <li>• Quality Orientated</li> <li>• Problem Solving and Analysis</li> <li>• Sound Communication Skills</li> <li>• Commercial Awareness</li> <li>• Cross Functional Awareness</li> <li>• Conceptual, Dynamic and Lateral Thinking</li> <li>• Networking and Negotiation Skills</li> </ul>
<b>References</b>	References from the last 3 projects are compulsory and will be verified
<b>Education</b>	Degree or 3-year diploma
<b>Enquiries &amp; Application</b>	Submit written job applications: <ul style="list-style-type: none"> <li>• Together with resumes</li> <li>• Together with previous employer references</li> <li>• Indicating when available for interviews – should it be required.</li> </ul>
<b>Email Address</b>	<a href="mailto:jobs@systemmethodologies.co.za">jobs@systemmethodologies.co.za</a>
<b>Applications: Closing Date</b>	Perpetual
<b>Date Published</b>	X
<b>More Information</b>	Refer to the detailed adverts at <a href="http://www.infomet.com/pages/main/contact_us.html">www.infomet.com/pages/main/contact_us.html</a>

## The Job Responsibilities

<b>Industry Experience</b> (one or more areas)	<ul style="list-style-type: none"> <li>• Retail Industry Experience</li> <li>• Previous Business Analysis and Process Analysis or Business Consulting experience, relating to multi project environments</li> <li>• Minimum 3 to 5 Years job related work experience.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Practical understanding of the theory, practice and tools of the Business</li> <li>• Analysis practice</li> <li>• Experience in analysis techniques and modeling skill.</li> <li>• Able to think abstractly and work at high levels of abstraction</li> <li>• Able to successfully manage the multiple concurrent issues, ambiguities and contradictions that typically occur during the analysis phase</li> <li>• Able to collaborate well with client representatives, domain experts, managers and architects</li> <li>• Proven skills in root cause analysis, and the ability to tailor make solutions to address identified issues</li> <li>• Applied systems thinking in solving complex problems</li> <li>• Strategic business acumen, insight and understanding</li> <li>• Understanding of the inter-relativity of the larger System</li> <li>• Proven ability to translate strategy into concrete actions and programmes</li> <li>• Excellent analytical (data/statistical/ information), process and documentation skills and judgement</li> </ul>



	<ul style="list-style-type: none"> <li>• Data modeling skills - compulsory</li> <li>• Understanding of process and project methodologies</li> <li>• Ability to assess and understand client business and technology needs</li> <li>• Ability to match client needs with Infomet capabilities</li> <li>• Strong implementation capability</li> <li>• Sound Business Management Knowledge</li> <li>• Good analytical and interpretation skills</li> <li>• MS Office (All)</li> <li>• Project Management Framework</li> <li>• Advance Data Analysis Experience is compulsory</li> <li>• Sound understanding of SDLC and PMLC</li> <li>• Experience &amp; Skills in Modeling and Advanced Documentation</li> <li>• Logical negotiation and contextualisation capabilities</li> <li>• Process Modeling capabilities</li> <li>• Business Benefit Realisation</li> </ul>
<p><b>Roles &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Understand the Clients' business, their strategy and key business drivers and establish what is possible within the environment to add value, enabling the implementation of their business plans, within the context of the Clients' core capabilities;</li> <li>• Ensure strategic alignment between all initiatives and the Clients' strategy;</li> <li>• Assist the Client to ensure vertical and horizontal alignment across all operational and strategic business functions.</li> <li>• Understand and ensure alignment with market trends;</li> <li>• Work on Multiple Analytical Projects simultaneously with internal and external clients and vendors;</li> <li>• Assist the respective Client to ensure seamless business integration from the current environments to the new proposed environment / solution;</li> <li>• Generic Business Analysis tasks:             <ul style="list-style-type: none"> <li>– Profiling all stakeholders;</li> <li>– Competitor Analysis;</li> <li>– Business Visioning;</li> <li>– Requirements re-use;</li> <li>– Requirements elicitation;</li> <li>– Requirements analysis;</li> <li>– Requirements specifications;</li> </ul> </li> </ul>

