NATIONAL HEALTH LABORATORY SERVICE

VACANCY

BUSINESS UNIT:	NICD
DISCIPLINE:	MANAGEMENT AND ADMINISTRATION
LOCATION:	SANDRINGHAM
POSITION:	IT BUSINESS ANALYST
	(FIXED TERM CONTRACT- 12 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC0920/002-04

The Business Analyst's role is to elicit, analyze, specify, and validate the business needs of stakeholders, be they customers or end users. The Business Analyst will also be proactive to look for new technologies to optimize business processes. The Business Analyst will play a pivotal role in ensuring IT's understanding of business requirements.

Key Job Responsibilities

■Leads business and process requirements workshops to identify and gather business requirements; business rules; business processes, data validation rules; data migration requirements; functional and non-functional requirements for both current and future business processes as well as assisting with the creation of business cases ■Define and elicit business, functional and process requirements to formulate appropriate solutions ■Capture and effectively document requirements and user stories ■Analyse and define data requirements into a data specification ■Conduct training on implemented business requirements to end-users ■Facilitate discussions around business value amid competing priorities ■Participate in user workshops and team design reviews ■Facilitate JAD sessions and workshops ■Review test plans and cases to evaluate system functionality ■Assist in User Acceptance testing ■Prepare and present solution presentations to business ■Modelling business processes and advise on process optimisation ■Requirements management and communication ■Facilitate process evaluation workshops with stakeholders when implementing new, or when improving existing processes. Ensuring that any new/updated processes are evaluated from a business perspective and that common business logic is considered in process design. Capturing and updating all business process maps in the correct methodology and using organizational standards

Minimum requirements and Key Competencies

■Bachelor Degree in Computer Science, Information systems, Business Administration ■Certification in Business Analysis ■Certification in Six Sigma or Lean ■5 years business analysis experience ■Have current, relevant experience in the use of business analysis frameworks, techniques and methodologies ■Have current, relevant experience in the use of process analysis frameworks, techniques and methodologies ■Facilitation and Elicitation ■Above average general computer literacy (Word, Excel, PowerPoint, Visio, Project) ■Scoping, sizing and planning all business aspects of a solution and the associated project effort and dependencies ■Defining and tailoring the business/process analysis approach at delivery life cycle level ■Can effectively evaluate risk and articulate using technical and business language ■ Able to produce detail-level Business requirement documentation ■Able to align business strategy to functional deliverables ■Experience of Waterfall and Agile Business Analysis methodologies ■Must have been involved in the delivery of formal projects implementing business process change ■Experience in applying process modelling standards such as, BPMN, EPC ■Has played an active or lead role in preparing requirement documents ■Experienced in assessing business benefits, costs and risks on multiple types of Projects including strategic, compliance and tactical ■Familiar with agile software development practices ■Knowledge of IT applications and infrastructure ■Knowledgeable in business specific processes and can manage customer expectation ■Familiar with risk management processes and tools ■Knowledge of and experience in applying formal business process modelling or business analysis methodologies.

Enquiries may be directed to Gomotsang Mogomane @ 011 386 6425, email application to Recruiter2@nicd.ac.za