

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education, training and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the *Nursing Act, 1944* (Act No. 45 of 1944), and currently operating under the *Nursing Act, 2005* (Act No. 33 of 2005). The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply.

**DEPARTMENT** : INFORMATION COMMUNICATION AND TECHNOLOGY

**POSITION** : BUSINESS ANALYST AND APPLICATION SUPPORT

**REFERENCE NUMBER** : BAAS/007/08/2021

**REMUNERATION** : MARKET RELATED (SUBJECT TO JOB EVALUATION)

**TERMS OF APPOINTMENT** : PERMANENT

**CLOSING DATE** : 10 SEPTEMBER 2021

**MINIMUM REQUIREMENTS:**

- Grade 12
- Diploma/National Diploma in Computer Science / Information Systems/ Information Technology or equivalent qualification
- Minimum of 5 years' experience as a Business Analyst in complex and high profile projects
- Extensive experience related to work flow enabled process and controls frameworks for automated processing of activities in a systems environment
- Valid Driver's licence

**ADDED ADVANTAGE REQUIREMENTS:**

- Industry specific certifications will be an added advantage e.g. IIBA, IQBBA, IREB and PMI

**OTHER REQUIREMENTS**

- Travelling (limited) will be required

### **KNOWLEDGE REQUIRED:**

- Expert User on Microsoft Visio and MS Project
- Extensive Process Modelling experience
- Agile Methodology and/or PMBOK
- Ability and willingness to work in a collaborative multi-team environment
- Strong analytical and problem-solving skills
- Ability to manage projects and deliver document solutions
- Experience working in scrum teams
- Experience in project management
- Experience in business process change initiatives
- Understanding of IT principles and deployment models / architecture

### **COMPETENCIES**

- Job knowledge
- Technical Skills
- Acceptance of Responsibility
- Quality of Work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team Work
- Planning and Execution
- Leadership

### **KEY PERFORMANCE AREAS:**

- Provide a holistic, company-wide view of the systems to be replaced or improved, and is able to identify differences in the operations between the various businesses
- Inform, comment and be responsible for business requirements and functional design
- Elicit requirements using various mediums
- Evaluate gathered data, highlight risks and conflicts
- Communicate at both high-level and detailed levels
- Maintain communication and contact with external and internal stakeholders to proactively understand business needs and functional requirements in order to pre-empt proposed solutions
- Collaborate with the Project Management Office schedule
- Continuously bridge the gap between business and IT
- Develop requirements specifications according to standard templates
- Perform Business Analysis testing on all requirements
- Documentation of organization's Business process maps and integration during technological changes
- Ensure approval of business processes is obtained from business
- Develop systems testing procedures and provide recommendations for user acceptance testing

- Sign-off on test cases related to the project
- Develop policies, procedures, frameworks and internal controls within an area of performance
- Partake in all phases of software development including requirements analysis, design, coding, testing (integration, user, and performance), debugging, implementation, and support
- Ensure optimal business systems administration, support (Sage 300 Enterprise Resource Planning (ERP) and Nurse register) and change control compliance

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website ([www.sanc.co.za](http://www.sanc.co.za)). Applications may be e-mailed to [baas@sanc.co.za](mailto:baas@sanc.co.za).

**Incomplete applications or those which do not meet the above requirements will not be considered.**

All applications must be accompanied by certified (not older than six months) copies of identity document and all relevant educational and professional qualifications as well as proof of professional registration, together with an up-to-date, detailed curriculum vitae (CV) including information on key performance areas and three contactable references, including the most recent employer. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens.

The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation. Candidates may be subjected to practical tests and a competency-based assessment, determined by the SANC.

**Please note:** Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica Mthethwa, at tel. no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.