

## RESOURCES AND OPERATIONS ICT and Computer Services

<b>POST TITLE</b>	<b>Business Analyst</b> <i>Bloemfontein campus</i>		
<b>REFERENCE NUMBER</b>	• 723	<b>CLOSING DATE FOR APPLICATIONS</b>	• 15 November 2019
<b>POST LEVEL</b>	• P6	<b>NATURE OF APPOINTMENT</b>	• Permanent support services
<b>MAIN PURPOSE</b>	This role is responsible for analysis of business units to identify stakeholder's needs and design the technical systems, business models, processes and strategic business needs. This role's primary objective is to assist IT to implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicate them clearly to stakeholders, and suppliers. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of IT system investments and to assist in implementing new computer systems. Acts as a liaison between ICT unit and business		
<b>MINIMUM QUALIFICATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A qualification diploma in the field of business administration, computer science, finance, or management information systems with 3 - 5 years of related experience</li> <li>• Certificate/Diploma in Business Process Analysis from industry recognized training institution will be advantageous</li> </ul>		
<b>DESIRED QUALIFICATION AND/OR EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Degree in Business IT or Engineering</li> <li>• Experience with business and technical requirements analysis, business process modeling/mapping, methodology development, and data modeling.</li> <li>• Experience overseeing the design, development, and implementation of software and hardware solutions, systems, or products.</li> <li>• Experience in the operation and analysis of database hardware, software, and standards, as well as data retrieval methodologies and ERP applications.</li> </ul>		
<b>DIRECT ENQUIRIES TO</b>	• Mrs B Matube at 051 507 3478 or bmatube@cut.ac.za		

### MAIN TASKS

1. Strategy & Planning	2. Acquisition & Deployment
3. Operational Management	4. ICT Change management

### IMPORTANT INFORMATION REGARDING YOUR APPLICATION

*(Kindly ensure that you read and comply before submitting your application)*

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
  - A completed and signed CUT application form;
  - A comprehensive Curriculum Vitae;
  - A **certified** copy of a South African identity document or a passport;
  - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
  - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

### GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

**By hand:**

The Resourcing office, Human Resources  
Central University of Technology, Free State  
ZR Mahabane building  
20 Pres. Brand Street  
Bloemfontein

**By mail:**

The Resourcing Office, Human Resources  
Central University of Technology, Free State  
ZR Mahabane building  
Private Bag X20539  
Bloemfontein, 9300

**By e-mail:**

[jobs@cut.ac.za](mailto:jobs@cut.ac.za)