

INTERNAL ADVERTISEMENT

A vacancy exists within Paycorp Group for an ICT Business Analyst / Project Manager in Johannesburg.

This role focuses on Business Analysis with an element of Project Management on distinct projects. The role is fully responsible and accountable for applying technical knowledge, data analysis, process re-engineering and strategies to meet the objectives of both internal and external clients with particular attention to detail. This position will suit an individual with creative problem solving skills and a disposition for hard work across multiple business and Information and Communication Technology domains.

Key responsibilities:

- Active participation and collaboration in PMO related initiatives
- Monitoring, assessing and logging new requirements in accordance with the company's prescribed initiatives management process
- Conducting JAD sessions where relevant and compiling concept documents, functional specifications and/or process maps where applicable
- Understanding requirements and ensuring that a suitable and sustainable design/solution is presented in user stories or Business Requirements specifications, where applicable, to meet business requirements including SWOT, data analysis, gap analysis of requirements and existing environments, Cost Benefit Analysis, Risk Assessment, feasibility and recommendations
- Facilitating Poker Planning sessions to define user story content, confirm acceptance criteria, discuss complexity and assign estimates or story points in collaboration with customers and IT stakeholders
- Monitoring and controlling logged test cases to ensure test criteria provides full requirements coverage in accordance with the company SDLC
- Reviewing and signing off test analysts' test scripts and test results to ensure test outcome aligns with requirements' acceptance criteria
- Managing UAT demo of developed functionality to users
- Compiling manuals and verifying content quality and accuracy for distribution to internal / external stakeholders
- Key contributor to the information and knowledge management strategy for the ICT PMO, development and operations teams
- Project management of specific projects utilising PMBOK, Agile and Prince 2 project methodologies as applicable to the project type and in accordance with stipulated KPA's within the New Ways of Work framework

In order to be considered for the position, the following requirements must be met:

- Matric
- Recognised Business Analysis qualification (PBA, CPBA, IIBA level 2 or CBAP certification)
- B.Com degree in Information Systems / IT or BSC Information Systems advantageous
- Skilled use of Microsoft Office packages including MS Project and Visio
- Experience with business process mapping tools and process improvement /automation is beneficial including but not limited to Cloud Computing, Robotic Process Automation and UX design
- Jira / Confluence exposure will be beneficial
- 3+ Years IT Business Analysis verifiable skills and experience with software, infrastructure and integration
- 2+ years' experience in IT Project management is advantageous
- Financial and payment services experience beneficial
- Documentation and administrative skills with attention to detail
- The ability to discover and articulate requirements from stakeholders and represent the information using a variety of analysis methods with a combination of graphical and textual elements where relevant
- The ability to select the appropriate techniques for a given situation, depending on the business or client domain, deliverables needed, time allocated and the risk involved in the effort
- The ability to understand requirements and trace them back to business objectives
- The ability to identify the relationships and interdependencies between requirements
- The ability to prioritize requirements based on their relative value, risk, difficulty of implementation, urgency, likelihood of success, regulatory compliance, sustainability or other factors
- The ability to understand and assess proposed solutions in order to determine how closely they meet requirements and if they will deliver the desired business outcomes
- The ability to assess and highlight risks in line with industry and security regulations and best practices

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Contributing to Team Success
- Work Standards
- Passion & Attitude
- Continuous Learning
- Industry and Business Knowledge
- Driving for Results
- Adaptability
- Coping with stress / change
- Relationship Management

Technical Competencies:

- Broad understanding of IT infrastructure, applications and project management methodologies
- Good understanding of BABOK
- Competencies in Business Analysis, Business Case composition, managing the full Business Analysis spectrum incl SWOT, estimation and ROI
- Agile, Scrum, Kanban
- Facilitation skills with ability to apply techniques to guide an individual or group through a challenging issue, probe for issues/concerns and drive consensus
- Process re-engineering
- Cause and effect / situational analysis