

BUSINESS ANALYST

RESPONSIBILITIES:

Project management:

- Define and scope projects.
- Develop flight plan and detailed project plan for projects.
- Identify and resolve project scheduling and resource issues.
- Manage day-to-day operations within the project area.
- Make decisions that do not require HOD approval.

Project administration:

- Determine resource and budget requirements.
- Manage project budgets.
- Manage individual and team conflict.
- Motivate and manage project team.

Business technical analysis:

- Identify key areas for improvement.
- Facilitate workshops to define business requirements.
- Prepare detailed specifications, including requirement and functional specifications and business cases.
- Perform system and user testing.

Process design and re-engineering:

- Develop solutions that are cost-effective, efficient and scalable.

Change management:

- Provide a staged change management plan, as well as the required training and documentation.

Stakeholder management:

- Identify key stakeholders and a project sponsor and ensure buy-in and alignment.
- Coordinate regular meetings with project stakeholders and sponsor.
- Track and report on project milestones and provide regular feedback to project stakeholders and sponsor.
- Assist the product owner to achieve divisional goals.

Risk and issue management:

- Recognise and mitigate or reduce project risks and issues.
- Escalate issues and risks when necessary.

Critical thinking:

- Prioritise tasks.
- Apply a systematic approach to problem-solving.
- Contribute to strategic business goals.
- Contribute to the broader project team.

REQUIREMENTS:

- Bachelor's degree in a related field (preferably Industrial Engineering).
- Further studies in project management.
- Minimum of three years' experience in a related field.

Essential computer skills:

- MS Outlook
- MS Word
- MS Excel
- MS PowerPoint

Suggested computer skills:

- MS Visio
- MS Project
- MS SQL

Language proficiency:

- English (fluent)

Other requirements:

- Project management
- Project administration
- Business technical analysis
- Process design, mapping and re-engineering
- Change management
- Stakeholder management
- Risk management
- Critical thinking
- Team management
- Be willing to work after hours
- Travel to service providers

Salary is market related.

Please send your CV stating the job title in the subject line to recruitment@futurelearn.co.za