



DIVISION: Resources & Operations

DEPARTMENT: IT Services

POST: Business Analyst

POST N°: 3138

PEROMNES GRADE: 08

JOB DESCRIPTION

The Business Analyst will be responsible for understanding the needs of business and assist in identifying solutions to business problems using Business Analysis tools and Techniques. This includes process improvement, root cause analysis and producing specification documents. The Business Analyst will also manage projects and produce data analytic reports.

Key performance areas include but are not limited to:

- Act as mediator between IT and the clients.
- Gathering end user requirements.
- Generation of reports for clients from (ITS system, Service desk plus).
- Gather requirements as per information request.
- Gathering user requirements as per request.
- Develop technical requirements for the development team.
- Design system requirements.
- Improve Turnaround time (e.g. incident, projects).
- Improving current processes in place.
- Collect feedback from Clients using survey.
- Handle change management process.
- Compile documentation for technical requirements for the team.
- Design Specification documents for projects.
- Compile project proposal documentation.
- Compile detailed project plan (Resources, time frames (start and end), Activities of all teams (WBS), Deliverables, Quality of a project, Scope of the project, Stakeholders, Risks).

Application Criteria:

Qualifications and Experience:

- 3-year IT Degree/Diploma.
- Project Management certificate.
- 3 years business analysis or related experience.

Skills And Competencies:

- MS Excel and Visio
- Software Design
- Project Management
- Presentation Skills
- Problem Solving Skills

- Leadership Skills
- Research
- Requirements Gathering
- Data Analysis

CLOSING DATE FOR APPLICATIONS: 21 November 2025

Application requirements

1. A fully completed prescribed application form, obtainable from www.vut.ac.za.
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above).
3. Certified copies of all academic records and certificates or degrees.
4. A certified copy of your South African identity document.
5. Current contact details of referees.
6. Applications must be emailed to recruitment4@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within three months of the closing date, please regard your application as unsuccessful.

Please note

- By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, and persons with disabilities.
- VUT reserves the right not to make an appointment.

