

# Job Advertisement: Senior Business Analyst

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## 1 Opportunity Description

- Novus3 Pty Ltd develops solutions aimed at improving our clients' internal processes, providing insights into their data and aligning their decisions with their strategies.
- CP3 is our flagship solution which manages the entire capital project lifecycle, including project conceptualisation, prioritisation, budgeting and implementation tracking. The system is currently implemented as a module of financial management systems at municipal clients throughout South Africa.
- The system is hosted online in a cloud environment and facilitates integration with other systems using file uploads as well as API endpoints.
- Novus3 requires an individual with strong project management, technical and analytical capabilities in a software development environment, to join our team in the role of a senior Business Analyst.
- We are looking for a person who likes to take on new challenges, work independently with a 'can-do' attitude, without needing the aid of a blueprint or manual.
- You will need to have good communication, presentation and technical writing skills.
- For more information on Novus3 or CP3 visit [www.novus3.co.za](http://www.novus3.co.za) and [www.cp3.co.za](http://www.cp3.co.za).

## 2 Key Responsibilities and Outputs

You will report to the CP3 system development manager and your key responsibilities and outputs will include:

- Managing day to day agile software development processes, including development task management, quality control and communication with stakeholders.
- Development and management of the solution road map – identify, define and scope strategies and plans for areas of improvement.
- System process design, mapping, and re-engineering, including the integration of CP3 with our other products and solutions.
- Facilitating meetings to develop business requirement specifications.
- Developing functional specifications (including conceptual models, entity relationship diagrams, etc.), as well as associated quality/testing plans.
- Performing quality assurance and user acceptance testing.
- Ensuring that that all specifications, development and testing processes are documented thoroughly.
- Improvement and management of business processes in the company to streamline and optimise the software development processes.

## 3 Experience Required

- Business analysis related to software development in a cloud environment.
- Applicable experience working with public sector local government environment and/or financial systems will be beneficial.
- Advanced level of computer literacy – MS Excel (specifically) and MS Word.



- Working knowledge of the agile software development process and software development management tools such as JIRA and Confluence (or similar).
- Experience in data analysis, data science, and/or spatial representation of data will be to your advantage (experience in any of the of following analytics or scripting tools: SQL, R, Python and/or GIS software such as QGIS, ArcGIS etc will be highly regarded).
- Thorough understanding and experience in the use of business process modelling and documentation tools such as BPMN, use case diagrams, entity relationship diagrams or similar.
- Minimum 3 to 8 years' relevant referable experience.

## 4 Qualifications

- An appropriate bachelor's (Industrial and Systems Engineering, IT-related) or BCom degree.
- Post graduate qualifications will be beneficial.
- Certified copies of qualifications to be provided on request.
- Must be fluent in English (speaking and writing).
- Valid South African drivers' licence.

## 5 Skillset and competencies

A good candidate for this position can be described as:

- Innovative and enjoys solution development,
- Diligent with attention to detail,
- Analytical with deductive reasoning,
- Writes well and can convey information succinctly and accurately,
- Critical thinker with strong problem-solving capabilities, and
- Skilled at visualising and interpreting data using graphs, maps, and infographics.

**Important Note:** Shortlisted candidates will be required to participate in a series of short online tests designed to determine level of skill and applicability in relation to some of the above requirements.

## 6 Work environment and salary

- Novus3 follows a distributed working model, and we equip our staff to work productively away from the office.
- Staff are required to attend meetings at short, but reasonable, notice at our office (Lynnwood Bridge, Pretoria) or the offices of our clients. Candidates should therefore reside in Pretoria/Johannesburg area or should be willing to relocate at their own cost.
- If your remote working environment is not conducive to working productively, you will be required to work from the office on a full-time basis.
- Salaries are market related but will be negotiated based on a candidate's specific experience, qualifications, and skill set.

## 7 Contact details

Candidates should send any queries or their CVs to [recruitment@novus3.co.za](mailto:recruitment@novus3.co.za). Application must be submitted by 21 June 2024. We will notify you within two weeks if your application will be considered and if you will be invited to complete any competency tests and interviews. Novus3 reserves the right not to appoint any person for a position advertised.