

# Job Advertisement: Business Analyst

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## 1 Opportunity Description

- Novus3 Pty Ltd.'s team of professionals provides advisory services and develops solutions for public and private sector clients. The solutions which we develop are 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 for our clients, from project conceptualisation, through prioritisation, budgeting and project implementation tracking. The system is hosted online in a cloud environment and facilitates integration with other systems using file uploads as well as API endpoints.
- Novus3's product offering also includes web applications, data science and business intelligence solutions. Spatial representation of project information and data are an important component of many of our solutions.
- The development of our product suite is managed in-house by Novus3.
- Novus3 requires an individual with strong technical and analytical capabilities as well as project management skills in a software development environment, to join our team in the role of a 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.cp3systems.com](http://www.cp3systems.com).

## 2 Key Responsibilities and Outputs

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

- Manage day to day agile software development processes, including development task management, quality control and communication with stakeholders.
- Contribute to the development of the solution road map - Identify areas for improvement; define and scope strategy/plans to implement the improvements.
- Systems process design, mapping, and re-engineering, including the integration of CP3 with our other products and solutions.
- Facilitate meetings to develop business requirement specifications.
- Develop functional specifications (including conceptual models, entity relationship diagrams, etc.), as well as associated quality/testing plans. Perform quality assurance and user acceptance testing.
- Improvement and management of business processes in the company to streamline and optimise the software development processes. Ensure that that all specification, development and testing processes are documented thoroughly.

## 3 Experience Required

- Applicable experience working with public sector local government environment and/or financial systems will be beneficial.
- Experience in data analysis, data science, and/or spatial representation of data (GIS systems) will be to your advantage.



- Advanced level of computer literacy – MS Excel (specifically), MS Word with experience in one or more of the following: SQL, R, Python or GIS (such as QGIS or ArcGIS).
- Working knowledge of the agile software development process and software development management tools such as JIRA.
- Business analysis related to online software development in a cloud environment.
- Minimum 2 to 3 years' relevant experience will be ideal, although graduates with the correct aptitude will be considered.

## 4 Qualifications

- An appropriate bachelor's degree (Industrial and systems engineering or IT-related) cognisant of the preceding stated requirements (certified copies of qualifications to be provided on request). Any further post graduate qualifications will be beneficial.
- 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,
- Excellence and results driven,
- 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,
- Interested in technology and the application thereof towards achieving efficiencies in processes, 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 at any location away from the office. If your home environment is not conducive to working productively, you will be required to work from the office on a full-time basis.
- Our staff may currently work from home. However, when they need access to boardrooms or at times when it is not convenient to work from home, they have access to our office at Lynnwood Bridge, Pretoria. You may be required to attend meetings at short, but reasonable, notice at our office or the offices of our clients.
- Salaries are market related but will be negotiated based on a candidate's specific experience, qualifications, and skill set.

## 7 Contact details

All candidates applying for the post should send their CVs to [info@novus3.co.za](mailto:info@novus3.co.za). Application must be submitted by 8 December 2023. 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.