

JOB DESCRIPTION	
Job title	Business Analyst Graduate
Reports to	Delivery Manager
Direct Subordinates	None
Internal Working Relationships	Infrastructure and Support Team; Development and Delivery Team
External Working Relationships	Forcelink clients

Purpose of Position:

The Business Analyst Graduate will focus on assisting the Delivery team with analysing system requirements and drafting requirement specifications. During their graduate/internship will they learn configuration on the Acumen business applications as well as observe system training sessions. They will be required to provide ad hoc support to the Support Team. This is a 6 to 12-month programme focused on providing graduates with work experience.

Graduate responsibilities – this will evolve throughout the graduate program:

- Learning our business application systems: Forcelink and Powerlink
- Shadowing Business Analysts and providing administrative support.
- Assist with BA documentation.
- Participate / Conduct testing sessions overseen by Senior BA's
- SQL report writing and ad-hoc queries
- Data analysis, data clean up and ad-hoc queries.
- Support as required by the support desk.

Qualifications, Knowledge & Experience

- BCom or BSc qualification (candidates who have qualified within the last 12 months will be given first preference)
- Excellent working knowledge of Microsoft Office tools
- Proficiency in written and spoken English and strong communication skills.
- Excellent relationship – building and interpersonal skills with the ability to interact with people at senior level.
- Attention to detail.
- Strong analytical skills and willingness to take ownership of problems and investigate issues and see them through to completion.

- Methodical approach to tasks and ability to follow defined processes and procedures.
- Strong organisational and time management skills
- Ability to work within a team.
- Experience in Software Development and relational databases (SQL) would be beneficial.

Personal Attributes

- Excellent relationship building and interpersonal skills with the ability to interact with people at Senior Level
- A high level of commitment, motivation, and initiative.
- Strong organisational and time management skills.
- Passionate about innovation and technology
- Proactive, willing to learn and highly creative.

Applicants from designated groups will be prioritised in accordance with the Company's Employment Equity policies.