



DIVISION: Resources & Operations

DEPARTMENT: IT Services

POST: Configuration Analyst

POST N°: 3025

PEROMNES GRADE: 09

JOB DESCRIPTION

Key performance areas include but are not limited to:

- Troubleshooting ERP queries
- Testing and Validation: Participate in the testing phase to ensure that solutions meet business requirements and perform as expected
- Requirements Gathering: Work with stakeholders to understand their needs and gather detailed business requirements
- Continuous Improvement: Suggest improvements to business processes and systems to enhance efficiency and effectiveness,
- Prepare and maintain comprehensive documentation including business requirements, process flows, and use cases
- Compile detailed project plans (resources, stakeholders, scope, risks, time frames, activities of all teams, deliverables, etc.)
- Support Project Implementation: Assist in the implementation of new processes and systems by providing support to project teams
- Data Analysis: Analyze data to identify trends, issues, and opportunities for improvement

Application Criteria:

Qualifications and Experience:

- 3 Years IT Degree/Diploma
- Business Analysis Certification (Advantage)
- Project Management Certification
- ITS Experience (Advantage)
- One (1) year Business Analysis

Skills And Competencies:

- Problem Solving Skills
- Communication Skills
- MS. Excel and Visio
- Project Management Skills
- Research
- Requirements Gathering
- Data Analysis

Closing date for applications: 11 April 2025

Applications should include:

1. A fully completed prescribed application form which can be obtained from:
<https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment4@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

