

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environment, Forestry and Fisheries (DEFF) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Junior Business Analyst (12 Months Contract)

Total Cost to Company: R158 760.00

Centre: Centurion

(Ref. WS01/062025)

Job summary:

The junior Business Analyst role is to assist the organisation in gathering, validating, and documenting various system information and needs. The junior business analyst role is to carry out an in-depth evaluation and verification of the capabilities of systems, serving as a middleman between the end-users and software developers, to ensure that systems are properly documented, and the user requirements are properly understood and documented.

Key Performance Areas/Responsibilities

- Partnering with business users to fully understand their requirements; conducting interviews with key project stakeholders, document and present the results.
- Creating and/or reviewing manuals, procedures, and related user documentation; ensuring documentation is targeted to the appropriate audience.
- Conduct the training of business users. - Gather User Requirements from System Owners

- Meetings with Stakeholders to gather the detailed requirements for the proposed solution. Define user stories.
- Identify and document instances where existing business processes may be streamlined or improved.
- User Requirements Analysis
- Meeting with development team and stakeholders to discuss the requirements.
- Sharing ideas and findings
- Document Existing Systems with diagrams, Flow diagrams, site maps etc.
- Meeting with the team to gain in-depth understanding on the functions of the system.
- Capturing the flow of data and its components
- Capturing the server information where the systems are hosted.
- Drafting the diagrams, activity diagram, use case diagram etc.
- Use visual diagrams to model scope, interfaces, story context, data flows, processes, and dependencies.
- Responsible for the documentation of both legacy and new systems.

Minimum Requirements and Attributes:

- National Diploma in ICT or relevant qualifications
- 2 – 3 years of relevant experience in - business analysis
- Knowledge and understanding of:
 - Agile software development methodology
 - Added advantage on Business Process Modelling (BPMN 2.0)
 - Added advantage on Unified Modelling Language (UML)
 - Systems Analysis and Design
 - Diagramming software (MS Visio, LucidChart, etc.)
 - Microsoft Office tools
 - OOP Coding background
 - Reporting tools (Crystals Reports or Power BI)

Please Note:

Enquiries for the above-mentioned positions must be directed to: Ms Portia Takalani, at Tel. (012) 367 6148.

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Closing Date: 20 June 2025

Note: Recruitment Agency applicant submissions will not be considered

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The organisation reserves the right not to fill this position. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT-2025
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