



eRA SYSTEMS ANALYST

(Payclasses 10, 11 & 12)

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES (ICTS)

Are you dynamic, motivated and passionate about delivering high-quality systems-based support to your customers? Apply your communication and software support skills and experience in the Systems Division (SD) within ICTS. The division is responsible for operations, performance and support for the university's administrative systems, covering student, financial, research and human resource administration. The division is focused on ensuring that UCT derives value from its administrative systems. In doing so, it provides 2nd and 3rd level support to the service desk functions, and identifies, analyses and delivers support for new business requirements and new opportunities in the delivered software. Systems analysts work closely with super-users focused on all facets of university administration, and with systems development and infrastructural support staff within ICTS. The position requires a person who is willing to collaborate with staff in the eRA (electronic Research Administration) support team and super users to gain knowledge about existing UCT processes and technologies as well as constantly learn about new technologies that will improve current processes or the user experience. The main purpose of this position is to develop and maintain the application code (including delivered ERP code and customizations), producing high-quality results in a professional, efficient, and service-orientated manner.

Appointment will be at the following levels:

Systems Analyst (PC10) – R580137 to R682513)

Requirements: • Exposure to business system support • A relevant post-secondary qualification at NQF level 7, or at NQF level 6 with three years' relevant experience in a system support environment • Systems analysis and design knowledge and/or experience • Knowledge of the Systems Development Life Cycle (SDLC) • Experience with UCT administrative systems and/or relevant certification in these systems will be an advantage.

Senior Systems Analyst (PC11) – R711889 to R837514)

Requirements: • At least six years' relevant business and/or systems analysis experience including project-based work • A relevant post-secondary qualification at NQF level 7, or at NQF level 6 with one years' additional relevant experience in a system support environment • Strong systems analysis and design knowledge and experience • Solid skills and experience using the Systems Development Life Cycle (SDLC) • Proven ICT project management experience (certification in PMBOK, Prince2 etc. would be advantageous) • Experience with UCT administrative systems and/or relevant certification in these systems will be an advantage.

Specialist Systems Analyst (PC12) - R961360 to R1 131 011)

Requirements: • At least eight years' relevant business and/or systems analysis experience including project-based work • A relevant post-secondary qualification at NQF level 7, or at NQF level 6 with one years' additional relevant experience in a system support environment • Strong systems analysis and design knowledge and experience • Solid skills and experience using the Systems Development Life Cycle (SDLC) • Proven ICT project management experience (certification in PMBOK, Prince 2 etc. would be advantageous) • Experience with UCT administrative systems and/or relevant certification in these systems will be an advantage.

Offers of appointment will be made at the level appropriate to the skills and experience of the successful candidates.

To apply, please email the below documents in a **single pdf file** to icts-jobs@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover/Motivation letter, and
- Curriculum vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and will be required to undergo a competency test.

Telephone: 021 650-3012 **Website:** www.icts.uct.ac.za

Reference number: E231005 **Closing date:** 20 October 2023

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf."

UCT reserves the right not to appoint.