

EXTERNAL ADVERT

LOCATION:	CENTURION
DATE:	JULY 2023
REPORTS TO:	ENTERPRISE ARCHITECT
NATURE OF EMPLOYMENT:	FIXED TERM – UP TO 24 MONTHS
TOTAL COST TO COMPANY:	MARKET RELATED

[BUSINESS PROCESS ENGINEER]

PURPOSE:

To analyse, document and reengineer TCTA's business processes, with the view to optimise the use of resources, reduce duplication, and improve compliance.

AREAS OF RESPONSIBILITIES:

The key performance areas of the role will focus on, but not limited to:

CATEGORY	KPA's
Business Processes analysis and implementation	<ol style="list-style-type: none"> 1. Define, implement, and maintain business processes and procedures to meet business objectives. 2. Use best practices to carry out business process analysis, re-engineering, process measurements and change management activities. 3. Identify and prioritize meaningful process improvements, including recommending automation when applicable. 4. Maintain process maps and ensure that business processes are stored in a central location. 5. Operationalise and monitor any changes to business-as-usual processes and systems. 6. Provide technical advice on processing technology, capability, risks, and costs.

<p>Business Process improvement</p>	<ol style="list-style-type: none"> 1. Analyse and identify opportunities for business process improvements. 2. Evaluate current business processes and recommend solutions for improvements. 3. Define metrics that measure process improvement success. 4. Document new and existing business processes with the relevant information. 5. Assist the business with addressing changes to business processes. 6. Identify and communicate impacts, risks, and issues timeously to all stakeholders. 7. Where needed or requested, facilitate brainstorm/workshops on areas of improvement and ensure the solution aligns with the business requirements. 8. Continuous assessment and improvement of the TCTA business process maturity level.
<p>Projects</p>	<ol style="list-style-type: none"> 1. Actively participate in all IT projects forming part of the transformation agenda. 2. Prioritize and execute projects for ongoing business improvements.

MINIMUM REQUIREMENTS

- B Degree/B Tech Industrial Engineering or relevant qualification will be beneficial.
- 3 years of relevant experience

FUNCTIONAL COMPETENCIES

- Extensive knowledge of business process analysis methodology, design, and documentation to assist users in the event of problem resolving.
- Knowledge of relevant process modelling, MS projects and tools (Visio).
- Extensive knowledge of business process mapping and engineering.

- Project management, data analysis and business management knowledge, skills are a requirement.
- Advanced Excel skills and computer literacy.
- Interaction with users to discuss and streamline business processes.
- Implement controls and measures to verify the effectiveness of implemented business processes.

Please email your CV and a (1) page letter of motivation to careers@tcta.co.za.

For enquiries, please contact Sebenzile Mtshiyo at smtshiyo@tcta.co.za

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages people with various disabilities to apply.

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

UNITY – GROWTH – EXCELLENCE – INTEGRITY - RESPECT

Closing date for applications: 04 August 2023