

Accelerate your career in this progressive and dynamic environment, whilst contributing to the growth of our country.

CORPORATE SERVICES

BUSINESS PROCESS MODELLER: Strategic Projects and Support

Salary: R311,784.00 per annum (Excluding-benefits) Ref. S114/2016 Pretoria

Purpose: To develop, review, evaluate, maintain and align business processes and related policies and procedures.

Key outputs:

- Develop and maintain existing business processes and procedures based on process studies, best practices and analysis of information verified with relevant stakeholders
- Review policies and changes in the operational environment and suggest enhancements
- Align the “how-to” guides with current environments and maintain the e-learning sites
- Identify and harvest knowledge assets within Business Units and ensure alignment of knowledge management processes
- Assist with maintenance of process mapping and procedural related work.
- Compile progress reports and action logs for execution
- Assist with projects that involve business process mapping work
- Conduct interactive engagements with stakeholders to align business processes and procedures, and the implemented thereof
- Prepare presentation and conduct workshops and awareness sessions
- Conduct research into best practices that are applicable to stakeholder requirements
- Gather information during workshops and advise during feedback sessions on gaps and the remedial ways for implementation
- Update the Corporate Service portal with relevant information as received from stakeholders.

Requirements:

- A Degree/ National Diploma in Business Administration/ Business Analysis is required
- At least 5 years practical experience in business process mapping and business analysis
- Fully computer literate and competent in modelling applications (Case wise preferred) and scenario testing techniques
- Good inter-personal and communicate skills.

Closing date: 1 July 2016 at 12:00. No late applications will be accepted.

The National Treasury is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are accessible to disabled persons.

Only applications accompanied by a completed Z83 form will be considered with a comprehensive CV and copy of the ID. Certified copies of qualifications will only be requested and accepted from shortlisted candidates.

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or e-mail: recruit.cs@treasury.gov.za

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.