



Job Title: Graduate Business Analyst

Accountable to: Senior/Head Business Analyst

Based: Centurion/Midrand

Salary: Market related

Contract type: 12 Month FTC

Overview:

As a Graduate Business Analyst, you will play a vital support role within the business analysis team by assisting in the evaluation of business operations, processes, and systems. You will collaborate closely with senior analysts and stakeholders to gather requirements, analyze data, and identify opportunities for enhancing business performance. This is an entry-level role designed to help graduates build a strong foundation in business analysis through hands-on project work, training, and mentorship.

Key responsibilities:

- Requirements Gathering & Analysis: Assist in collecting, documenting, and analyzing business requirements.
- Participate in stakeholder interviews, workshops, and review sessions.
- Data Analysis & Insight Generation: Collect and evaluate business and operational data to identify trends and patterns.
- Prepare reports and dashboards to visualize insights and recommendations.
- Process Mapping & Documentation: Support in mapping out current business processes and workflows.
- Document use cases, user stories, and business requirements clearly and accurately.
- User Acceptance Testing (UAT)
- Help draft test cases and assist in test execution, logging defects, and communicating issues.
- Team & Stakeholder Support
- Facilitate collaboration between internal teams, including IT, operations, and product.
- Support meetings and workshops, including preparing agendas and capturing action items.
- Documentation & Reporting: Contribute to the development of BRDs (Business Requirement Documents), functional specifications, and status reports.
- Learning & Development: Actively engage in learning activities, including training sessions, certifications, and mentoring from senior team members.

Qualifications & Experience:

- A Bachelor's degree in information systems, information technology or related field.
- Basic understanding of business functions such as finance, operations, marketing, and supply chain.
- Exposure to business analysis tools and techniques is advantageous (e.g., Excel, SQL, Power BI).
- Strong academic performance and evidence of analytical thinking.

Application Process:

We know a CV doesn't capture everything — especially when it comes to communication and

presentation skills. That's why our application process includes a short set of assessments to help us better understand your strengths and suitability for the role.

For the **Graduate Business Analyst** position, you'll complete assessments that cover:

- IT Business Analyst
- Communication
- Problem Solving
- Critical Thinking
- A Personality Profile
- 5 Video Interview Questions

Total time required: approx. **58 minutes**

Important: Please complete the assessments in **one sitting** using a **stable internet connection**. Avoid copying and pasting — the system includes proctoring features that may flag irregular activity.

Applications close on 30 August.

- **Link to assessments:** <https://app.testgorilla.com/s/styhswfw>

We're looking forward to getting to know the real you — beyond your CV. Good luck!

