

## BUSINESS PROCESS ENGINEER

<b>Location:</b>	<b>Centurion</b>
<b>Date last modified:</b>	<b>September 2024</b>
<b>Reports to:</b>	<b>Business Process Specialist</b>
<b>Nature of employment:</b>	<b>Permanent</b>
<b>Annual Guaranteed Remuneration Package:</b>	<b>Market related</b>

### [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:

KPA's	ACTIVITIES/TASKS
<b>1. Business Processes analysis and implementation</b>	<ul style="list-style-type: none"> <li>Define, implement, and maintain business processes and procedures to meet business objectives.</li> <li>Use best practices to carry out business process analysis, re-engineering, process measurements and change management activities.</li> <li>Identify and prioritize meaningful process improvements, Including recommending automation when applicable.</li> <li>Maintain process maps.</li> </ul>
<b>2. Business Process Improvement</b>	<ul style="list-style-type: none"> <li>Analyse and identify opportunities for business process improvements and innovation.</li> <li>Evaluate current business processes and recommend solutions for improvements.</li> <li>Define metrics that measure process improvement success.</li> </ul>

### 3. Projects

- Actively participate in all IT projects forming part of the transformation agenda.
- Assist in obtaining acceptance and take-on of initiatives through collaboration with stakeholders and change management processes.

### MINIMUM REQUIREMENTS

- **B Degree/B Tech Industrial Engineering PLUS.**

- Process Mapping Certification or
- TOGAF Certification or
- Business Analysis Certificate

- **6 years of work experience. Additionally**

**Experience in one or more of the following process improvement methodologies:**

- Six Sigma methodology,
- Total Quality Management (TQM),
- Continuous improvement (Kaizen),
- Plan Do Check Act (PDCA),
- Whys analysis,
- Business process management (BPM)

Please email your CV and a one (1) page letter of motivation to [careers@tcta.co.za](mailto:careers@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 encourage and welcome people with various disabilities to apply.**

***Closing date for applications: 29 May 2025***

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