



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

BUSINESS ANALYST (REF: BA2021)

(Reporting to the Compliance, Regulations and Accreditation Manager)

Parktown, Gauteng
Salary Negotiable

Purpose	
<p>The main purpose of the Business Analyst is to provide assessment of delivery agents applications for accreditation and for ongoing compliance monitoring assessments. In addition, the business analyst is required to provide statistical, trend and impact analysis of compliance monitoring performance of accredited SHIs and ODA projects in order to track and publish sector wide results. Contribute towards planning, policy development and Delivery Agents capacity development.</p>	
Key responsibilities	
Key Performance Areas	Activities
Conduct Business Analysis	<ul style="list-style-type: none"> • Define the goals and purposes of the business analysis process. • Analyse and interpret business needs to enable the development of a business requirement specification. • Develop a business case in terms of: <ul style="list-style-type: none"> • Determine the strategic intent of the solution. • Describe the business opportunity in accordance with the business requirement specification. • Compile an initial project description indicating work breakdown, resources, and time frames. • Develop different alternatives to the solution and describe in terms of: <ul style="list-style-type: none"> • Impact on current systems; • Economic impact; • Impact on financial return, etc • Develop a proposed solution to address the business need. • Document the business case for submission with business analysis documentation. • Present the business case to the relevant role players for approval. • Develop the development specification to enable actual development of the application solution and provide to the relevant role players for development of the solution.
Development and maintenance of CAR databases and tools	<ul style="list-style-type: none"> • Develop or manage the development of the CAR database, accreditation and compliance monitoring tools and assessment templates. • Develop tools and database to capture and analyse information by reviewing information, identifying the analysis process, testing the data analysis, and amending tools as required. • Assist with the development of the heat map for the accreditation plan.
Accreditation and compliance monitoring analysis and reporting	<ul style="list-style-type: none"> • Receive accreditation applications, responses to compliance notices, quarterly reporting tool, project handover submissions, annual returns; <ul style="list-style-type: none"> • Verify, prepare a verification checklist, receive feedback; and • Undertake the assessments; and • Prepare the assessment reports.

	<ul style="list-style-type: none"> Review and analyse the Tenant Income Audit & Satisfaction Surveys and Building Condition Audit reports Engage the accreditation and compliance manager on the results of the assessments
Enforcement	<ul style="list-style-type: none"> Provide technical support to the development of the TOR and procurement of the organisation diagnostic assessments, turnaround and due diligence, forensic investigation, and administrators. Provide assistance to the monitoring of organisation diagnostic assessments, turnaround and due diligence reports, forensic investigation and administrators reports.
Consolidated analysis and reporting and CAR research	<ul style="list-style-type: none"> Review market, SHI, Projects, and business information, conducting statistical analysis, identifying trends and patterns and making recommendations on proposed directions, patterns and risks as required. Report on and interpret trends and patterns that emerge from the data, developing findings and recommendations and submitting these reports quarterly. Analyse key problems and inefficiencies identified by sourcing information, reviewing and identifying patterns, trends and anomalies, engaging with relevant stakeholders, developing proposed findings and recommendations as required. Monitor through analysis and identification of trends, compliance with legislation to ensure the protection of the investment. Assist with the development of the compliance intervention plan by analysing the sector compliance status, trends and patterns. Use the consolidated results and trend analysis to prepare the Accreditation and Compliance monitoring results for input to the State of the Social Housing Sector report. Use the consolidated results and trend analysis to inform the development of the APP and the SHORP. Contribute to the compliance policy by participating in working sessions and providing information and inputs as required. Provide input on SHIs performance to Compliance Officers for the drafting Compliance Notices.
SHI/ODA sector development	<ul style="list-style-type: none"> Capacitate delivery agents by providing support and training on the Accreditation and Compliance Monitoring Frameworks and Tools. Assist with the development of plans for required interventions based on analysis of the Quarterly Reporting Tools for handover to SD&T. Provide input into the Terms of Reference for the required interventions. Participate in the roll out of interventions as required.

REQUIREMENTS

<p>Qualifications/Knowledge (including most relevant field of study)</p> <ul style="list-style-type: none"> A minimum of an NQF Level 7 (Degree or National Diploma) in Information Management, Statistics, law, auditing or similar is required Required computer literacy levels 	<p>Experience</p> <ul style="list-style-type: none"> 5 years business analyst experience 1 years Public Sector Management experience SH experience – 3 years Compliance management – 1 year Activities/programs and implementation - 1 year
<p>Leadership, technical and behavioural competencies</p>	

<ul style="list-style-type: none"> • Team Leadership • Needs Analysis • Data Interpretation • IT Use • Management Information Reporting • Customer/Citizen Service and Orientation • Accuracy, Precision and Attention to Detail • Communication -Written 	<ul style="list-style-type: none"> • Cost Benefit Analysis • Data Analysis • Database Management • Organisation diagnostic and organisation due diligence • Relationship Management • Analytical Thinking • Problem Analysis, Solving and Trouble Shooting
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Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: BA2021) in the subject line.** The closing date for applying is 10 September 2021.
