

## Business Analyst

### CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

*Location: Cape Town (On-site)*

#### About the Organisation

The Knowledge Translation Unit (KTU) is a health systems research unit based in Cape Town. We develop, train, implement, and evaluate clinical guidance for use in primary care public health systems. Our work spans South Africa, several other sub-Saharan African countries, Brazil, and Indonesia, supporting impact from patient and clinician level through to policymakers and government.

#### Role Overview

The Business Analyst will support operational, clinical, and strategic decision-making by transforming complex healthcare and operational data into clear, reliable, and actionable insights. The role focuses on data analysis, data quality, report writing, and the development of interactive Power BI dashboards for a diverse range of stakeholders.

#### Qualifications:

- A degree, diploma, or equivalent qualification, combined with significant relevant professional experience in Business Analytics, Information Systems, Health Informatics, Data Science, or a related field
- Power BI certification (e.g. Microsoft PL-300 or equivalent)
- Formal training or certification in SQL, data modelling, or data visualisation

#### Required Skills:

- Data & Analytics Tools
  - Power BI (Power Query, DAX, data modelling, dashboard development)
  - Advanced Excel (formulas, PivotTables, Power Pivot, Power Query)
  - SQL for data extraction, validation, and analysis
  - R or Python for data cleaning, transformation, and analysis (e.g. tidyverse, pandas)
- Core Competencies
  - Data analysis, cleaning, transformation, and structuring
  - Strong report writing and insight generation skills
  - Ability to translate business needs into clear analytical outputs and documentation
  - High attention to detail with a strong focus on data quality
  - Strong analytical and problem-solving skills
  - Excellent communication skills across technical and non-technical stakeholders

#### Experience:

- Proven experience in a Business Analyst, Data Analyst, or similar analytics-focused role
- Demonstrated experience analysing complex datasets and producing actionable insights
- Experience delivering reporting solutions in multi-stakeholder environments

- Experience producing management, operational, and performance reports
- Experience working with structured data from relational databases
- Experience in healthcare or regulated environments (highly desirable)

### Key Responsibilities:

- Develop high-quality written analytical, operational, and management reports
- Clean, validate, and structure data from multiple sources to ensure accuracy and integrity
- Design, develop, and maintain Power BI dashboards, reports, and data models
- Translate complex datasets into clear visual dashboards and structured written outputs
- Build and optimise data models and semantic layers for reporting and analytics
- Support automation of data refreshes and reporting processes
- Engage with stakeholders to gather, analyse, and document business and reporting requirements, translating priority decision needs into clear analytical specifications, data definitions, and reporting outputs
- Analyse healthcare and operational data to identify trends, risks, and performance insight
- Document business requirements, data definitions, reporting logic, and reporting standards
- Ensure reporting complies with healthcare data governance, privacy, and regulatory requirements
- Troubleshoot data quality and reporting issues and continuously improve reporting solutions

## How to Apply

Email your application to [KTU-HR@uct.ac.za](mailto:KTU-HR@uct.ac.za) with the subject line:

**#Business Analyst – Jan 2026 - Closing Date 6 February 2026**

Please attach:

- CV
- Motivation letter
- Certified copy of highest qualification
- Contact details for **two or three** current, contactable referees

***Only shortlisted candidates will be contacted***

## Important Notes

- Incomplete applications will not be considered.
- Only applicants who have completed all application requirements will be considered.
- KTU is committed to employment equity and strives to appoint candidates in line with its equity objectives.
- The organisation reserves the right not to make an appointment should no suitable candidate be identified.

### Our Vision

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers, and communities.

For more information about the organisation, visit: [www.knowledgetranslation.co.za](http://www.knowledgetranslation.co.za)

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