

JOB TITLE : **SENIOR DATA ANALYST**
JOB GRADING : **D2**
REPORTS TO : **MIS & REPORTING MANAGER**
BUSINESS UNIT : **OPERATIONS**
LOCATION : **POSTBANK HEAD OFFICE**
POSITION STATUS : **Permanent**

Purpose of the Job

The Senior Data Analyst is responsible for contributing to the development and integration of approved Management Information System (MIS) dashboards and reports through analysing and transforming complex data, in line with company rules and regulations.

Job Responsibilities

Analytics Input and Support.

- Contribute to the development, implementation, and continuous improvement of data and analytics-related processes, procedures and operational plans, in line with departmental and company goals
- Provide input into data requirements, model-design specifications and needs to support enhancement of operational efficiency within the Analytics team
- Stay abreast of and provide technical advice and guidance on innovative Intelligence tools, trends and new visualisation technologies in the market to promote ongoing innovation

Data Analysis and Reporting.

- Collaborate with the Senior Business Intelligence (BI) Specialist and Analytics teams to execute assigned projects by integrating advanced analytical outputs into reporting deliverables
- Develop, maintain, and enhance Management Information Systems (MIS) reports, dashboards, and analytical outputs in collaboration with relevant stakeholders, ensuring achievement of project deliverables and objectives
- Analyse datasets to identify trends, anomalies, and performance insights that support business decision-making
- Review data to ensure integrity reliability is maintained across systems, escalating and proposing corrective action / solutions for review and obtain approval by the Senior BI Specialist before implementation of corrective actions
- Support integration and monitor performance of approved reporting and analytical solution implementation
- Identify and escalate any risks or concerns to the Senior Specialist for review, while proposing and obtaining approval of solutions for implementation
- Prepare and present analytical findings and visual outputs in business-relevant format, to inform decision-making
- Recommend improvements to enhance reporting efficiency, data presentation, and information accessibility

Data Governance, Compliance and Quality Assurance.

- Adhere to all data-governance and reporting standards in compliance with the Protection of Personal Information Act (POPIA), Financial Sector Conduct Authority (FSCA) requirements, and internal company policies, rules, and standards
- Perform data-quality checks, validations, and reconciliations to maintain accuracy of reports and datasets
- Maintain documentation of report structures, datasets, and data transformations in relevant data repositories to promote data hygiene, integrity, and reproducibility
- Identify data risks, concerns, integrity issues, or compliance concerns to the Senior Business Intelligence (BI) Specialist for review and resolution
- Support continuous improvement initiatives related to data quality, integrity, and governance frameworks

Minimum Requirements

Qualification:

- Bachelor's degree in Computer Science, Information Technology, Data Science, or a relevant field (NQF Level 7)
- Advanced degree or MBA preferred.

Experience:

- Previous experience as a Data Analyst (3+ Years)
- Experience in the Banking Industry would be preferred.

Soft Skills

Excellent problem-solving skills and attention to detail. Strong communication and collaboration skills. Ability to work in a fast-paced and dynamic environment.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@Postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

26 June 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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