



VACANCY ANNOUNCEMENT

Job Title	CI Analyst
Reports	General Manager: Operations
Direct Reports	None
Company	Virtual Gas Network
Location	Johannesburg
Closing Date	Friday, 6 March 2026

Job Purpose and Summary

The CI Analyst will be responsible for identifies and implements process improvements to increase efficiency and reduce waste. This role involves analyzing data to find opportunities, facilitating workshops, documenting workflows, and tracking the success of improvement initiatives through key performance indicators (KPIs).

Main Responsibilities

Process analysis	<ul style="list-style-type: none"> Examine existing processes to identify areas for improvement, waste, and bottlenecks.
Data analysis	<ul style="list-style-type: none"> Collect, analyze, and interpret data (including KPIs) to identify trends, measure performance, and support improvement efforts.
Solution development	<ul style="list-style-type: none"> Design, develop, and implement solutions to enhance efficiency, cost-effectiveness, and quality.
Project management	<ul style="list-style-type: none"> Manage and execute continuous improvement projects from start to finish, ensuring alignment with business goals.
Facilitation and training	<ul style="list-style-type: none"> Lead workshops, meetings, and training sessions to educate staff on CI methodologies and tools, fostering a culture of continuous improvement.
Documentation	<ul style="list-style-type: none"> Create and maintain process maps, standard operating procedures (SOPs), and other project documentation.
Reporting	<ul style="list-style-type: none"> Prepare and present reports to management on project progress, outcomes, and impact.
Collaboration	<ul style="list-style-type: none"> Work closely with stakeholders across various departments within Operations (Maintenance, Distribution, Motherstation Operations, and Projects) to gather requirements and ensure buy-in.



Leadership Behaviors	Knowledge	Qualifications and Experience
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Flexibility and agility ▪ Effective communication ▪ High level of emotional intelligence ▪ Negotiations skills ▪ Lead by example as per the company values ▪ Committed to excellent service delivery to all stakeholders 	<ul style="list-style-type: none"> ▪ Research and data analysis skills ▪ Strategic thinking ▪ Communication (oral and written) ▪ Critical thinking and problem-solving ▪ Industry or market knowledge ▪ Proficiency with analytical tools and software ▪ Ability to work independently and as part of a team 	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Lean Six Sigma ▪ Kaizen events ▪ 5S methodology ▪ Value Stream Mapping ▪ Root cause analysis ▪ Plan-Do-Check-Act (PDCA) cycle ▪ Define-Measure-Analyze-Improve-Control (DMAIC) model