

<b>Position Title:</b>	Test Analyst Functional
<b>Position reports to:</b>	Line Manager
<b>Direct Reports:</b>	N/A
<b>Office Location:</b>	Adapt IT Durban Campus
<b>Business Unit:</b>	Manufacturing

### PURPOSE OF THE POSITION

Responsible for creation, execution and maintenance of test plans, test cases and automated solutions, within a mature SDLC process. To work closely with the Test Manager allocated team to bring automation in line with existing functional aspect of the test effort.

### PRIMARY RESPONSIBILITIES FOR THE ROLE

- The responsibilities of this role will include but not limited to the following:
- Review requirements, specifications, user documentation, help files, and other project documentation to assure quality of the products and tests to be developed; i.e., perform manual static testing.
- Use risk-based testing techniques to develop, maintain, and execute automated test suites for various Software
- Ensure proper version control and configuration management of all test objects developed and test environments used.
- Implement and develop automated test practices for both web and windows applications.
- Design and create test scripts to address areas such as database impacts, regression testing, negative testing, retests, or usability in preparation for implementation.
- Work with the Test Manager and colleagues to continuously refine the process and strategy associated with automation.
- Work as part of a sprint team to ensure project success and individually to continuously improve testing process.
- Proactively interact and partner with developers, product owners, test manager and other test analysts to identify best test strategies in order to support testing product functionality
- Develop, document, and communicate test plans, test closure reports, guides for ensuring quality software systems
- Plan test schedules or strategies in accordance with project scope/delivery dates.
- Testing in both waterfall and agile environments, develop and execute automated test scripts where required.
- Develop Software Test Specifications, test reports and validation protocols for unit, integration and performance testing.

### Creates Test Plans

- Converts the development requirements and design documents into a set of testing plans (cases and scripts), which will be used to verify that the system meets the client needs.
- Obtains approval on test plans from the core project team.
- Implements usability and technical test plans as part of the project plan.
- Compiles all test cases, test scenarios and test plans in accordance to the approved functional specification and system design specification.
- Sets up the system testing environment to ensure all system functionality can be tested to ensure the system operates in accordance to the agreed requirements.
- Validates that there are no unexplained errors in the system by using the test plan

### Executes Test Plans

- Conducts testing and follows testing checklists according to the established test plans.
- Identifies and documents system deficiencies and recommends solutions to the development team.
- Validates and verifies system requirements and technical design specifications through identifying and reporting software defects.
- Documents and communicates any bugs/ issues to the development team.
- Retests all bugs and at times may be required to conduct a full system test once development team has implemented a solution to the initial bugs logged.
- Identifies types of errors according to priority.
- Determines where bugs result from and where the changes need to be made, based on the errors identified.
- Provides documentation that specifies how the problem was solved by the software development team.
- Ensures that the system test is signed off by the Business Analyst and Project Manager.
- Conducts informal system test after the UAT test results have been documented.

### Manage testing throughout SDLC

- Reviews and assures user requirements according to the client requirements.
- Ensures that the business solution meets the clients' objectives, is thoroughly tested and implemented smoothly according to the project plan.
- Works closely with Business Analysts to ensure knowledge of products and future enhancements is up to date and comprehensive.
- Builds rapport with clients through contact and proactive approaches through UAT processes.

### MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Diploma in IT/Programming  
QA Certification (ISEB)

Contact Person: [Nomzamo Skosana](#)

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