MyData (Pty) Ltd | Information Technology

Job Specification: Senior Requirements Engineer

Job Title	Senior Requirements Engineer
Reports To	Engineering Team Lead
Department	Systems Engineering
Location	Cape Town, South Africa — Hybrid

Position Overview

MyData is a registered credit bureau operating under the National Credit Act (NCA) and the National Credit Regulator (NCR). We collect, validate, and distribute consumer and commercial credit information to registered subscribers — banks, retailers, and insurers — who depend on that information to make lending and risk decisions. The accuracy, traceability, and compliance of what we produce directly impacts lending decisions affecting millions of people, which is why rigorous requirement governance underpins everything we do.

Our engineering team is intentional. We invest time upfront to deeply understand what we are building, why, and for whom – before code is written. This requires formal systems engineering and requirements governance aligned to international standards, that takes business needs through governed stages of elicitation, specification and verification.

We are looking for a Senior Requirements Engineer to lead and evolve this practice. In this role, you will work closely with internal and external stakeholders to uncover, clarify and structure what becomes out Project Brief and User Requirements Specification. You'll combine upstream client elicitation with the disciple to govern requirements end-to-end – and you'll have the seniority to make the requirement boundary stick

This role suits someone with formal requirements engineering experience in a compliance-driven environment who understands that clear specifications aren't bureaucracy – they're how we empower engineers with unambiguous clarity and protect the organisation. If you've done this work and want to lead and share how it evolves, this is your role.

Core Purpose

To own the requirements lifecycle at MyData — from initial business need through formal specification and governance gate review to verified delivery — and to ensure that every system we build is grounded in traceable, testable, and compliance-embedded requirements.

Key Responsibilities

Requirements Elicitation & Discovery

- Work directly with initiative owners — internal business stakeholders or external clients — to elicit and structure the inputs that become the Project Brief and User Requirements Specification (URS) for each initiative.
- Facilitate discovery workshops and information-gathering sessions with initiative owners and the affected business areas; manage participation, drive sessions to clear outcomes, and document decisions.
- Challenge assumptions, surface unstated constraints, and probe for non-functional considerations (compliance, performance, security, operational impact) that initiative owners often leave implicit.
- Translate business intent into a structured user requirements baseline that engineering can build against and QA can verify against — without injecting solution bias at the user-requirements stage.

Requirements Governance & Initiative Lifecycle

- Operate the Initiative Governance and Delivery Framework: the seven-stage process that moves work from initial trigger through problem definition, initiative authorisation, user requirements, functional requirements, non-functional requirements, and into agile delivery.
- Classify incoming initiatives using the four-class change model (Class A: regulatory or cross-system; Class B: contained scope; Class C: minor change; Class E: emergency), and apply the appropriate level of governance and documentation accordingly.
- Facilitate evaluation and triage sessions, produce problem definition documents, and manage the formal authorisation of initiatives before development begins.
- Operate the five-gate review model (Intake, Planning, Story, Delivery, Release) — preparing gate evidence packages and coordinating reviews with the relevant approvers.

Formal Specification

- Author and maintain the full requirements artefact set across the initiative lifecycle:
    - **Project Brief:** Short, authorising document that captures the business problem, the initiative owner, scope boundaries, success criteria, and the case for proceeding. Produced jointly with the initiative owner during discovery; used to secure formal initiative authorisation before any further specification work is undertaken.

- **User Requirements Specification (URS):** What users need to accomplish, expressed in their language and grounded in their operational context — independent of any implementation choice. Produced with the initiative owner and the affected user community before system-level analysis begins.
- **System Requirements Specification (SyRS):** System-level obligations, external constraints, regulatory obligations, and interface boundaries.
- **Functional Specification (FS):** Business behaviour, workflows, business rules, decision logic, user scenarios, and exception handling.
- **Software Requirements Specification (SRS):** Software-level requirements — API contracts, validation rules, data structures, security controls, and observability obligations.

- Ensure all requirements are testable, unambiguous, and traceable to a documented business need.
- Manage requirements baselines and control changes through the governance gate model — no undocumented scope changes.

Traceability & Metadata Governance

- Maintain the traceability matrix that links business need → requirements → data definitions → test evidence → release record for each initiative.
- Author and govern metadata registry entries for new data elements, business terms, and code sets introduced by each initiative, in line with the organisation's data governance standard.
- Conduct requirements impact assessments when scope, data definitions, or regulatory obligations change.

Data Ingestion & Supplier Integration Requirements

- Specify requirements for data ingestion from external data suppliers — credit providers, court record custodians, government registries, and industry data sources.
- Understand and document source data schemas, file formats (fixed-width, CSV, API), validation rules, transformation logic, and record rejection criteria for each supplier integration.
- Work with Legal and Compliance to embed regulatory obligations — including NCA furnisher requirements, data subject rights under POPIA, and NCR reporting obligations — directly into ingestion and processing specifications.

Documentation & Knowledge Management

- Produce all requirements artefacts in GitBook, the organisation's primary documentation platform — process flows, interface specifications, data dictionaries, and exception/waiver records. Contribute to architecture decision records where decisions are driven by requirements constraints.

- Write to a zero-assumption standard: documentation must be accurate and complete for a reader with no prior context on the initiative.
- Keep requirements documentation current through the delivery lifecycle — specifications are not written and filed; they are living artefacts maintained through to release.

Collaboration & Feasibility

- Partner with Backend Engineers, Data Engineers, QA Engineers, DevOps, and AWS Infrastructure teams to validate technical feasibility and surface dependencies, risks, and edge cases before they reach development.
- Work closely with QA Engineers to define acceptance criteria, test scenarios, and validation strategies that align directly with the formal specifications — tests trace to requirements, not to assumptions.
- Collaborate with the Project Delivery Manager to translate completed functional specifications into sprint-ready stories with clear acceptance criteria; the PDM owns ceremony facilitation and delivery execution, the Senior Requirements Engineer owns the requirements artefacts that feed it.
- Act as the primary interface between business stakeholders and engineering on all requirements matters — managing expectations, resolving ambiguity, and ensuring scope decisions are documented and authorised.

Process Improvement & Compliance Embedding

- Analyse existing business processes and data workflows to identify gaps and redundancies and propose improvements grounded in requirements analysis rather than opinion.
- Ensure all requirements reflect applicable regulatory obligations: NCA, POPIA, NCR registration and reporting requirements, SARB directives, and FICA obligations as they apply to credit bureau operations.

Qualifications & Experience

Required

- 5+ years as a Requirements Engineer, Business Analyst with formal requirements engineering experience, or in a similar formal requirements-intensive role within a technology or financial services organisation.
- Demonstrated formal requirements engineering practice — Project Brief, URS, SyRS, FS, and SRS-level artefacts, traceability matrices, requirements baseline management, and governance gate participation. Agile story-writing alone does not meet this bar.
- Experience in a regulated industry — financial services, credit, insurance, healthcare, or similar — where compliance obligations are embedded in requirements, not treated as post-hoc constraints.

MyData (Pty) Ltd is committed to creating a diverse and inclusive workplace. We encourage applications from candidates of all backgrounds and experiences. If you are passionate about leveraging data to make a positive impact, we invite you to join our team at mydata.

- Proficiency in business process modelling and diagramming, using an established technique or notation system.
- Ability to read and reason about SQL and relational data models — you can interpret a schema, understand a data dictionary, and verify your understanding by inspecting sample data.
- Excellent written communication — you produce documentation that is accurate, unambiguous, and useful to a reader with no prior context..

Preferred

- Experience in a South African credit bureau, credit reporting, or lending environment — familiarity with the credit bureau subscriber model, NCA consumer and commercial credit obligations, NCR registration requirements, and POPIA data subject obligations.
- Working knowledge of standard process notations such as function and cross-functional activity, state, sequence, workflow, or swim-lane process diagrams.
- Familiarity with ETL/ELT pipeline concepts, data ingestion workflows, source-to-target mapping, and transformation and rejection logic — sufficient to specify ingestion requirements clearly for an engineering team.
- Exposure to data modelling at the conceptual, logical, and physical levels; experience working with financial data schemas covering accounts, payment profiles, obligations, enquiries, and adverse information.
- Working knowledge of cloud-native architecture concepts — serverless functions, containerised services, REST APIs, event-driven patterns — sufficient to identify feasibility constraints and specify interface requirements.
- Knowledge of formal requirements engineering or systems engineering standards: ISO/IEC/IEEE 29148 (requirements engineering), ISO/IEC 11179 (metadata registries), or equivalent frameworks.
- Certifications: IREB CPRE (Certified Professional for Requirements Engineering), CBAP, CCBA, or IIBA-AAC.
- Hands-on experience with Lucidchart or equivalent diagramming tools at a production standard — not occasional use.
- Familiarity with Monday Dev or similar work management platforms for requirements tracking and backlog collaboration.

Skills and Competencies

Technical Skills

Area	Detail
Requirements Engineering	Formal RE practice — Project Brief, URS, SyRS, FS, SRS, traceability matrices, baseline management — required

Process Modelling	Business process modelling and diagramming using an established technique — required; function and cross-functional activity, state, sequence, workflow, or swim-lane diagrams — advantageous
SQL & Data Models	Relational schemas, data dictionaries, source-to-target mapping — required
Regulatory Compliance	NCA, POPIA, NCR context — required; SARB/FICA — advantageous
Documentation Platforms	GitBook or equivalent structured documentation platform — required
Diagramming Tools	Lucidchart or equivalent — required
Data Ingestion Concepts	ETL/ELT pipelines, transformation logic, rejection rules — advantageous
Financial Data Schemas	Credit bureau data structures, account/payment/obligation schemas — advantageous
Cloud Architecture Literacy	AWS concepts (Lambda, S3, APIs, DynamoDB, ECS) sufficient to assess feasibility constraints — advantageous
Work Management	Monday Dev or similar — advantageous

Soft Skills

- **Requirements authority:** You own the requirements process end-to-end. You drive clarity before development starts, not after. Ambiguity that reaches a developer is a requirements failure, not a developer failure.
- **Zero-assumption writing:** Every specification you produce works for a reader with no prior context on the initiative. You treat missing context as a defect and fix it before publishing.
- **Stakeholder translation:** You can take a vague business need from a senior stakeholder and produce a structured, testable specification. You can also explain a technical constraint to a non-technical audience without losing accuracy in either direction.
- **Regulatory embedding:** You treat compliance obligations as first-class requirements — not checklist items that appear at the end of a document. POPIA data subject obligations, NCA furnisher requirements, and NCR reporting rules are part of your requirements thinking, not additions to it.
- **Traceability discipline:** You know where every requirement came from, how it was verified, and when it was released. You maintain that chain without being prompted.
- **Pragmatism:** You apply the right level of governance to the right class of work. A minor internal change does not need the same artefact set as a regulatory integration. You calibrate without cutting corners on what matters.
- **Collaboration:** You work alongside engineers without trying to do their job — and alongside stakeholders without becoming captured by their preferred solution. You hold the requirements boundary.

- **Attention to detail:** Credit bureau data has real downstream consequences for financial institutions and the consumers whose records we hold. Specifications that are wrong produce systems that are wrong. You care about correctness before delivery.

Work Environment

This role operates on a hybrid model. We ask that all team members are in-office in Stellenbosch on Mondays and Tuesdays — these are our planning, discovery, and cross-functional collaboration days (this is subject to change at MyData's sole discretion). The remainder of the week is flexible.

You will be working in a regulated financial services environment under the NCA and POPIA. The data we handle carries legal obligations, audit requirements, and real consequences for the consumers and institutions that depend on it. Requirements traceability and compliance are built into how we operate, not imposed from the outside.

Discovery workshops, requirements-gathering sessions, stakeholder interviews, and compliance reviews are conducted as online meetings wherever practical. On-site sessions at client premises are arranged when remote engagement is not effective — for example, sensitive workshops, kick-off engagements, or where the client requires an in-person session. When travel is needed, it is planned in advance and scheduled around the in-office days where possible.

What We Offer

- A competitive compensation package aligned with experience.
- A role with genuine authority over the requirements process — not a support function to engineering, but a discipline with its own standards and governance.
- Direct exposure to the full credit bureau data lifecycle: ingestion, validation, transformation, enrichment, and distribution — in a regulated environment where the work has real-world stakes.
- A formal systems engineering practice to work within and help evolve — not a requirements process to invent from scratch.
- A small, skilled team where your work is visible and your contribution shapes how we build, not just what we build.
- A culture that values pragmatic rigour: we do the right level of governance for the right class of work, and we are sceptical of process for its own sake.

Interview Process

- Initial screening call (~15 minutes).

- General call with engineering leadership (~60 minutes).
- Structured conversation focused on requirements engineering practice, regulatory context, and domain experience (~60 minutes).
- A take-home or paired exercise: a realistic change scenario requiring classification, problem definition, and a specimen requirements artefact.
- Final interview covering stakeholder management, governance approach, ways of working, and team fit.

Typical end-to-end turnaround is two to three weeks.

Company Culture at MyData

At MyData, our culture is anchored in innovation, integrity, and a commitment to excellence. We're dedicated to creating an environment where creativity flourishes, and every team member is empowered to contribute to our mission of revolutionising the credit reporting industry. We value continuous learning, encouraging our employees to grow their skills and careers within our supportive ecosystem. Join us, and be part of a team that values progress, collaboration, and making a difference.

Compliance & Background Checks

Appointment is subject to standard pre-employment verification, including identity, qualification, criminal, and credit reference checks, in line with our regulatory obligations as a registered credit bureau under the National Credit Act (NCA) and National Credit Regulator (NCR) requirements. Personal information supplied during the application process is processed in accordance with the Protection of Personal Information Act (POPIA).

How to Apply

Candidates can submit an application to careers@mydata.co.za with a CV and a cover letter. Please use the subject line: Software Engineer Application — [Your Name].

We look forward to hearing from you!

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