

JOB DESCRIPTION

MTCSMEC 53 - 54/2024: BUSINESS ANALYST (IT), DIGITAL GOVERNMENT TRANSFORMATION OFFICE

Corporate Information

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| 1. Position Level: | Band G |
| 2. Salary Range | \$28,605.45 - \$38,140.60 (Step 1 – Step 4) |
| 3. Duty Station: | Suva |
| 4. Reporting Responsibilities | a) Reports to the Director Digital Government Transformation
b) Liaises with Permanent Secretary, Heads of Department, Government Agencies, Ministry Staff, other development partners, and private sector stakeholders
c) Subordinates: N/A |

POSITION PURPOSE

The Business Analyst (IT) will help improve and modernise Government services that creates impact which changes the lives of Fijians.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

- 1) Facilitate business process re-engineering and change management workshop, as required.
- 2) Assist business process re-engineering manager and change manager to deliver the scope of the programme within the set programme schedule, including mapping, reviewing and analysing changes required in business processes and documenting business rules for automation of processes.
- 3) Ensure timely, effective and accurate communication with other Government Ministries and stakeholders.
- 4) Ensure that projects under the programme are completed on time and of a high quality.
- 5) Assist to provide regular updates on the progress of the programme to the Digital Government Management Committee.
- 6) Assist team members to resolve complexities and interface problems within the programme and ensure the successful delivery of the programme.
- 7) Interact with relevant stakeholders in internal communications.
- 8) Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities when required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

- 1) Project deliverables are completed within time and budget.
- 2) High-level of end user satisfaction from the implementation of projects.
- 3) Timely submission of project reports.

- 4) Ensure timely communication and facilitation of meetings.

PERSONS SPECIFICATION

The incumbent must possess a Bachelor's Degree in Computer Science or Information Systems or equivalent in a related field.

In addition to the qualifications, the applicant must possess the Knowledge, Experience, Skills and Abilities as specified below, to successfully undertake the role:

Knowledge and Experience

- 1) 3 years' work experience in working on the design, development and implementation of software solutions, systems or products.
- 2) Knowledge of Business Process Re-engineering will be an added advantage.
- 3) Proven experience with business and technical requirements analysis, elicitation, modelling, verification and methodology development.
- 4) Understanding on how to maintain effective working relationships.

Skills and Abilities

- 1) Demonstrated written and oral communications skills.
- 2) Strong problem solving and organization skills.
- 3) Ability to identify functional requirements and business rules for documentation.
- 4) Good competency in MS Office suite products.
- 5) Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

PERSONAL CHARACTER

Applicants for employment must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.