Job Title	BUSINESS ANALYST
Directorate	E-GOVERNMENT SERVICES
Department	BUSINESS TRANSFORMATION
Reporting to	SENIOR BUSINESS ANALYST
Salary Grade	N5
Jobs that report to this role	N/A

Job Purpose

Directly support NITA-U and relevant stakeholders to analyze, assess, quantify and document initiatives to improve the processes, systems and applications used across Organization and MDAs.

Key Accountabilities

- Provide technical support to business units in the development of business cases for new e-government solutions

- Review, analyse and evaluate business systems and user needs. Document business requirements, business models and workflows, define scope, objectives and formulate systems to parallel overall business strategies.

- Support internal directorates as well as MDAs to identify and maximize opportunities to use information and technology to improve service delivery and process improvement in organisations

- Work with project and business managers to ensure the benefits defined in the business case and subsequent benefit delivery plans are realized, meet business need.

- Provide technical support in the development, on-going improvement, training, and promotion of the tools and methods used in the Business Analysis discipline across Government

- Interpret, evaluate and visualise research data and develop integrated business analyses and projections for incorporation into strategic decision-making

- Track both CAPEX and OPEX aspects of key portfolio projects

- Produce and present regular business analysis reports

Position Requirements

Education
- Minimum qualification of Bachelor's Degree in Information Technology or business administration discipline, or a suitable combination of a degree with Business Analysis training field from a recognized university.
- Specialized training and certification in Business Analysis profession (CBAP), project management (PMP, Prince2) or trainings related to software development and systems analysis is an added advantage

Experience

At least 3 years of working experience in business analysis or IT systems analysis while understanding business requirements and interrelations

Technical Expertise
i. At least 3 year experience in the implementation and delivery of IT projects having participated in all aspects of the project life cycle.
ii. At least 3 years in Project Management while managing a sizeable program portfolio
iii. Experience in Risk management or Cyber risk management
iv. Demonstrate working knowledge of organizational change management concepts and formal process improvement models
v. Proficiency in Microsoft Office, Microsoft Project and diagramming tools such as MS Visio

Nature and Scope

Interpersonal Skills
i. Soft skills like stakeholder management, negotiating and influencing skills, presentation, analytical and problem solving skills.
ii. Should be innovative, detail-oriented and possess excellent planning skills
iii. Ability to convert high-level concepts into business opportunities and tangible products