CALL FOR APPLICATIONS

TO FILL VACANCY FOR

Senior Manager - Business Systems Analyst

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to recruitment.pg@project.green

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JOB DESCRIPTION & PROFILE

Title	Senior Manager – Business Systems Analyst

Overview

The Senior Manager - Business Systems Analyst will analyse and document business processes and recommend how they can be improved for increased efficiency or optimised to fit into the capabilities of software systems. He/she will gather business needs and define detailed requirements specifications for solutions to business problems, drawing on data for insights to make data-driven recommendations. As a matter of course, he/she will work closely with internal stakeholders and solution providers to ensure a close liaison between all parties working to provide the business solutions.

About the Role:

The tasks of the Senior Manager - Business Systems Analyst include:

- Analysing and documenting business process and making recommendations for simplification, improvement or re-engineering (gap analysis).
- Analysing business needs/problems and drawing up detailed requirements and/or specifications for desired solutions, including data/process flow diagrams.
- Specifying functional and non-functional requirements.
- Analysing alternative solutions, including software, to determine the best fit for business needs.
- Determining the best ways to fit business requirements with the out-of-the-box capabilities and strengths of software solutions.
- Configuring software to meet business needs.
- Developing test plans and help to test software solutions.
- Providing training and support to users.
- Creating Standard Operating Procedures.
- Assisting the change management process.
- Maintaining comprehensive documentation of business processes, requirements and system configurations.
- Facilitate communication between technical teams and business units.
- Staying up to date with the latest technology trends and best practices in business systems.

About you:

Project Green is looking for a self-directed and assertive team player who can work on several concurrent projects with attention to detail. The candidate should be a leader and an effective communicator, who can relate to the needs and expectations of senior management when reporting on project progress and health.

The role requires the applicant to be in possession of a minimum of a diploma qualification (MQF Level 5), or higher, as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Business & Computing, Information Systems, Business Administration, Engineering or a related field.

You will also have a minimum of three (3) years in areas of business/systems analysis, or a similar role, and excellent analytical, critical thinking and problem-solving skills. You are required to have exceptional interpersonal, collaboration and communication abilities.

If you do not have the necessary academic or professional qualifications but you have at least five (5) years of relevant work experience, we would still be interested to consider you.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage project.green.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.