

ASSISTANT BUSINESS ANALYST IN SOFTWARE DEVELOPMENT/SUPPORT

Are you a go getter, positive minded individual who fits the role profile captured below? There is an opportunity for ambitious, self-driven individuals to fill the above position.

REPORTING TO: QUALITY ASSURANCE AND ANALYTICS MANAGER

Job Purpose: The incumbent will be responsible to analyze or identify business requirements and convert them into a software solution by figuring out why users need a new application or solution and then defining the user, functional, and non-functional requirements that the project and development team can use to evaluate, plan, design, and build a software product.

Key Responsibilities:

- Lead requirements analysis, validation, and verification, ensuring that requirement statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable; and transfer the same knowledge to the development team.
- Project management duties
- Document business requirements and processes for all business initiatives and projects.
- Provide an analysis to determine best path for solving business problems/opportunities that may include process improvement vis a vis information technology systems enhancement.
- Develop high level solution designs while ensuring requirements are in alignment with business strategies and business architecture roadmap/framework.
- To be responsible for the requirements management in the scrum teams.
- Elicit requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, competitive product analysis, task and workflow analysis, and/or requirements workshops.
- Participate in the business initiatives prioritization stage.
- Participate and guide on functional tests planning and execution.
- Participate in the IT quality assurance process.
- Review the current deployment approach and evaluate / propose / expose opportunities for enhancing the deployment model for new and existing solutions.
- Advice on mechanism and reuse of built solutions for ease of Budget planning & control over IT Strategy and Architecture
- Any other official duty that may be allocated by management from time to time.
- Ensures that all activities are in line with AML/KYC and CTF laws and regulations in your area.
- Ensure compliance with the Data Protection laws, policies and procedures of the Bank.
- Offer assistance and advice to business users in the effective use of systems and other surrounding application.
- Participate in meetings with the ICT team to discuss progress and issues to be resolved, and report progress on a weekly basis to Director of ICT.
- Close on issues raised in the helpdesk that relate to the systems in scope.
- Any other official duty that may be allocated by management from time to time.

The Person:

The ideal candidate must possess the following:

Qualifications:

- Bachelor's degree in Information Technology, Business, or a related field of study from a recognized institution.
- 5 and above Years' Experience in a Banking or Telco ICT Department.
- Certification in Project Management or ITIL Foundation, Certificate in CBAP is a Distinct Advantage

Key Competencies and Attributes:

- Personality: A go-getter, good negotiator, enthusiastic, results oriented with excellent communication and social skills.
- Influence stakeholders to adopt standard working frameworks and collaboration with IT and Business Owners and Subject Matter Experts during innovation identification and appraisal of Projects
- Communicate clearly and persuasively, orally or in writing, dealing with technical issues in a nontechnical manner.
- Work participatively on projects with technical and non-technical colleagues.
- Analyse and choose between options where the solution is not always obvious.
- Capacity to influence decisions at senior management levels
- Analyse information from range of sources and develop effective solutions/recommendations.
- Keep abreast of technical developments and trends, bring these into day-to-day work when feasible and build them into new project developments.
- Proficient in latest technology for IT systems and management.
- Aim to get things done well and set and meet challenging goals, create own measures of excellence and constantly seek ways of improving performance.
- A forward planner with clear focus, mature, reliable, hardworking and able to work without supervision

ALL applicants MUST apply online to the email; recruitment@familybank.co.ke; closing date is **29th December 2022**. Canvassing will automatically disqualify the candidate. Only shortlisted candidates will be contacted.

“We are an equal opportunity employer”