

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Business Analyst

Job Summary

The incumbent is accountable to the Director, Information Technology and Business Processes for the effective and efficient elicitation of business needs, aligning business needs with organizational capabilities especially Information Technology capacity, solution determination, change implementation and management, and solution evaluation. The solutions determined will be within the mandate of the Integrity Commission's Act and will ensure the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Assists all organization units in the determination and verification of business needs. This includes new process or changes to existing business process.
2. Elicitation of business requirements. The incumbent will be responsible for the extraction of the needs and capabilities of the new business process or change from stakeholders.
3. Stakeholder management ensuring all persons affected by or associated with new processes or changes are engaged in a timely manner.
4. Determines impact of new business processes or changes on stakeholders.
5. Communicates management between stakeholders associated with a business need.
6. Verifies, validates and prioritizes business requirements. Ensures that stated business requirements will efficiently accomplish the intended results.
7. Creates solution requirements based on business needs.
8. Investigates and provides solution options based on stated business requirements.
9. Develops and handovers solution requirements to business unit engaged in business process development/change.
10. Works with implementation team to ensure requirements are met and that changes being suggested in the solution implementation are properly vetted.
11. Evaluates solutions (new or changed business process) when it has been completed and ensures the business and solution requirements are met.
12. Engages stakeholders after solution has been implemented to ensure satisfaction based on requirements and also ascertain further considerations for the solution.

13. Manages and files analysis artefacts to ensure adequate documentation of analysis process and reuse as necessary.
14. Develops Key Process Indicators and evaluates existing and proposed business processes and changes.
15. Engages stakeholders internally and externally, as necessary, and guide analysis meeting and assists primary business process owners as necessary with stakeholder engagement.
16. Assists in Integrity Commission enterprise planning activities especially as it relates to the use of Information Technology and how it can assist, integrate, automate and expedite processes to realize business needs in a timely and efficient manner.
17. Liaises with Manager, Systems and Network Security and Manager, Application Development to determine capacity of the division to support solutions needed to satisfy business requirements.
18. Makes suggestions to organization on ways to improves business process and their effectiveness by evaluating business processes

Minimum Required Qualifications and Experience

- Undergraduate Degree in Computer Science, Management Information Systems, Business Administration, or other related field, or
- Formal Training in the Business Analysis.
- Minimum of three (3) years' experience in a similar position, preferably in a Public Sector Organisation.

Other Desirable Qualifications & Experience that would be an asset

- Certified Business Analysis Professional, Certification of Capability in Business, Formal Certification in Business Analysis
- Project Management Certification
- Agile Development Certification
- Business Process Modelling Certification

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Stakeholder engagement skills.
- Excellent Analytical Skills.
- Requirements elicitation skills

- Reasoning Power - ability to make on-the-spot assessment of situations.
- Ability to communicate with persons of varied Information Technology competencies in both written and oral formats and to deal effectively
- Ability to represent process of varied complexity in a in simple, easily understood, nontechnical manner
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.
- Effectively plan and manage time.

Specific Knowledge

- Business Analysis Domain.

Working Conditions

- Typical office environment, travel may be required to engage external stakeholders.
- Willingness to work beyond normal working hours as the situation may demand.

EMOLUMENTS PACKAGE

Basic Salary	\$2,760,501.00 - \$3,281,368.00 per annum
Travelling Allowance	\$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

Statutory Declarations of Assets

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than
Friday, September 23, 2022 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.