



CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position of **Systems and Business Analyst** for our client, **The Students' Loan Bureau**.

QUALIFICATIONS

- First Degree in Information Technology, Computer Science or equivalent.
- Three (3) years' experience in a similar position.

SPECIFIC KNOWLEDGE

- Knowledge of systems analysis and design methodologies.
- Knowledge of business process analysis and optimization.
- Knowledge of project management principles and practices.
- Knowledge of software development lifecycle and best practices.
- Knowledge of information security and data privacy principles.

RESPONSIBILITIES

Planning

- Contribute to the development of the Corporate Services Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
- Update, in conjunction with direct supervisor, own job accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Execution

- Conduct comprehensive analysis of existing systems and business processes to identify areas for improvement and opportunities for increased efficiency, ensuring that recommendations are aligned with the organization's goals and objectives.
- Collaborate with technology and business process teams to design, develop, and implement new systems and solutions that support the organization's goals and objectives, ensuring that they are scalable, sustainable, and user-friendly.
- Evaluate the effectiveness of current software, network, and hardware systems, and provide recommendations for upgrades or replacements as needed, ensuring that proposed solutions align with the organization's budget and long-term technology strategy.

- Develop and maintain technical documentation, including system requirements, design documents, and user manuals, ensuring that they are accurate, up-to-date, and accessible to relevant stakeholders
- Identify and mitigate potential risks and issues related to technology systems and business processes, ensuring that appropriate controls and safeguards are in place to protect the organization's assets and data.
- Analyze data and generate reports to provide insights into business performance and identify areas for improvement, ensuring that reports are accurate, timely, and actionable.
- Develop and maintain relationships with internal stakeholders to understand their business needs and provide technical solutions to support those needs, ensuring that technology solutions are aligned with the organization's goals and objectives.
- Participate in cross-functional projects and initiatives to support the organization's overall goals and objectives, ensuring that technology solutions are integrated with other business functions and processes.

Monitoring and Reporting

- Contribute to the preparation of the Technology Division's monthly performance report in the scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

Basic Salary Starts: \$4,266,270

Apply: recruitment@slbj.com