TERMS OF REFERENCE (TOR)

Post: System Analyst
No of Vacancy: 01
Post Type: Full time
Department: Information Systems Department
Reporting to: IS Manager

Objective:

The objective is to collaborate with the team to ensure the efficient and effective operation of the Information Systems while overcoming` obstacles using problem solving and troubleshooting skills.

Key Tasks, Responsibilities, and Deliverables:

- Deploy, maintain, and troubleshoot core business applications, including application servers, associated hardware and databases.
- Define and coordinate the execution of testing procedures and develop test cases to serve the overall quality assurance process and prepare routine system health reports.
- Implement best practices for scalability, supportability, ease of maintenance, and system performance.
- Patch management of existing Business Systems.
- Assist in the development and Implementation of IS guidelines and Policies.
- Assists in improving training and operational procedures within the organization to increase efficiency and productivity.
- Analyze current business processes and make recommendations for improvement based on industry trends and professional business knowledge.
- Assist in Administering and access management of file servers, o365: (SharePoint, OneDrive), Windows and Linux Servers.
- Provide Technical Assistance required for developers and end users.
- Perform cost analysis of IT systems and infrastructure upgrades required and inform management.
- Contribute to the creation and maintenance of disaster recovery plans.
- Proactively engage in ensuring security of Information Systems
- Any other duties that may be assigned from time to time.

Requirements and Qualifications:

- Minimum MQA level 7 qualification in Computer Science / System Administration / Information Technology or related fields **OR**,
- Minimum MQA level 5 qualification in Computer Science /Software engineering or related fields with a minimum of 5 years' experience in a related field.

Technical Skills Required:
- Experience in Oracle Cloud Infrastructure.
- Experience in Azure Cloud Infrastructure.
- Experience in database management (Oracle, MySQL, No SQL solutions).
- Hand-on experience in Information System Management / Troubleshooting

Added Advantages:
- Strong commitment and willing to work outside normal working hours when required.
- Ability to work in a team and work independently.
- Analytical mindset and ability to approach challenges creatively.
- Strong interpersonal skills.
- Ability to assess and communicate issues clearly.
- Strong problem-solving skills.
- Attention to detail.
- Strong time management skills.
- Ability to work under pressure and deliver project objectives.

Remuneration:
- Gross pay between MVR 19,500 – MVR 20,500 depending on the Qualification and Experience.

Other benefits:
- Health Insurance as per company policy
- Training and development opportunities

Working Hours:
- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Documents required with the job application:
- Complete and **up-to-date** Curriculum Vitae (CV).
- Copy of **valid National Identity Card.**
- Copies of **academic certificates with transcripts. (International certificates must be accredited by MQA).**
- Reference letters from current/ previous employers certifying **type of employment, job roles, and service period.**
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:
- Required documents should be submitted using the link: https://sdfcmv.aidaform.com/job-application-form-system-analyst before **12th February 2023 14:00 hours.**

Important notes to applicants:
- Incomplete applications will be rejected without further notice.

- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only **short-listed candidates will be notified** for an interview.

For inquiries, please contact us between 9:00 am to 14:00 pm via phone 3026016 / 3026018 or email at careers@sdfc.mv