

Job Opportunity

Post	Assistant Business Analyst	Reference	Tradenet-HR/J/2023/16
Employment Type	Project Based		
No of positions	02		
Term of Employment	The duration of the assignment is 1 (one) year from the commencement of work. Contract can be extended after performance analysis at the end of the term.		
Remuneration	Based on qualifications and experience		
Scope of Work	We are looking for an individual to work with key clients (technical and non-technical) to document, identify & implement process flows, and requirements and organize information in collaboration with various Government Entities.		
Qualification & Experience	<ul style="list-style-type: none"> ▪ Minimum of 1-year experience in an IT-related field OR 1+ years of experience working in Business Administration or a related field. ▪ Experience communicating technical concepts to non-technical audiences. ▪ Able to understand complex business processes. ▪ Proven familiarity with carrying out QA and UAT testing will be advantageous. ▪ Proficient in Microsoft Excel and other Microsoft Office/365 applications. ▪ Excellent personal skills such as teamwork, initiative, and attention to detail. ▪ Ability to respond quickly and manage time effectively in a fast-paced, dynamic environment. ▪ IT and Business field knowledge or background. ▪ Effective time management skills and ability to meet deadlines. ▪ Excellent communication skills, both verbal and written in English and Dhivehi. ▪ Experience working as a team leader/supervisor/in management will be advantageous. <p>(Note: Applicants are required to have the above minimum qualification. During the interview process, applicants will be tested and measured on their ability to think logically and communication skills.)</p>		
Responsibilities	<ul style="list-style-type: none"> ▪ Create solution workflows, collect & review requirements from clients, and perform required activities in onboarding. ▪ Align business requirements with system procedures and workflows. ▪ Work closely with the business process team & internal developers' team to ensure new functionality is available for clients' needs. ▪ Coordinate with stakeholders within the client's organization to ensure alignment throughout the process. ▪ Delivery of client-specific demonstrations and the resolution of product-related technical questions. ▪ Investigate, analyze, and make recommendations to supervisors regarding improvements, upgrades, and modifications to the system. ▪ Develop custom solutions as needed to fulfill requirements not available directly. ▪ QA & UAT testing of solutions created within various systems. ▪ Working closely with developers to resolve any system/technical issue. ▪ Managing and creating of data reports. 		
Desired Skills	<ul style="list-style-type: none"> ▪ Ability to work in teams, and individually with minimum supervision. Ability to work and manage multiple projects simultaneously. ▪ Exercises initiative and creativity to complete projects within the project scope. Good interpersonal skills and proven ability to work in a highly team-oriented environment. ▪ Proven ability to function in a fast-paced, project-based, environment. ▪ A demonstrated passion for learning new technologies. ▪ A demonstrated passion for learning new Exhibits proficient written and verbal. 		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs. on 28th May 2023 to careers@tradenet.com.mv

- Completed Job Application Form (attached)
- Passport Size Photo (Digital Copy)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report

Kindly note that only shortlisted candidates will be contacted for an interview.