

## Job Opportunity

<b>Post</b>	Business Process Analyst	<b>Reference</b>	Tradenet-HR/J/2023/34
<b>Location</b>	Male'		
<b>No of positions</b>	1		
<b>Term of Employment</b>	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.		
<b>Project Background</b>	The National Single Window (NSW) Project introduces an electronic platform streamlining the import and export process by providing a singular access point for all related statutory requirements.		
<b>Remuneration</b>	Based on qualifications and experience		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>▪ A Bachelor's degree in a similar domain will be an added advantage.</li> <li>▪ Acquaintance with international trade rules and customs prerequisites.</li> <li>▪ Proficiency in ICT applications in trade.</li> <li>▪ Analytical aptitude for process optimization.</li> <li>▪ Exceptional communication for conveying intricate concepts.</li> <li>▪ Collaborative team spirit with adherence to timelines.</li> </ul>		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Assess current import/export procedures and their statutory requirements.</li> <li>▪ Collaborate with private stakeholders and border agencies to extract insights and requirements.</li> <li>▪ Pinpoint and rectify inefficiencies in current operations.</li> <li>▪ Design efficient business processes in line with international standards.</li> <li>▪ Facilitate data sharing across stakeholder IT frameworks for automated documentation.</li> <li>▪ Harness ICT to optimize online access for cross-border trade operations.</li> <li>▪ Identify ICT opportunities to further automate and enhance the trade process.</li> <li>▪ Coordinate with the project team for process transition and stakeholder adoption.</li> <li>▪ Regularly evaluate and refine the implemented processes.</li> <li>▪ A detailed analysis of current trade procedures, spotlighting inefficiencies.</li> <li>▪ Process redesign suggestions with respective flowcharts and documentation.</li> <li>▪ Test and evaluation reports on process efficacy.</li> <li>▪ Periodic progress updates and other relevant project documents.</li> <li>▪ Any other relevant documentation or reports requested by the project manager.</li> </ul>		

Interested applicants are requested to email us your applications with the following documents before 1000 hrs on 27<sup>th</sup> August 2023 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

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

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