

Job Opportunity

Post	Business Process Analyst	Reference	Tradenet-HR/J/2023/46
Location	Male'		
No of positions	1		
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.		
Project Background	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.		
Remuneration	Based on qualifications and experience		
Qualification & Experience	<ul style="list-style-type: none"> ▪ A Bachelor's degree in a similar domain will be an added advantage. ▪ Acquaintance with international trade rules and customs prerequisites. ▪ Proficiency in ICT applications in trade. ▪ Analytical aptitude for process optimization. ▪ Exceptional communication for conveying intricate concepts. ▪ Collaborative team spirit with adherence to timelines. 		
Responsibilities	<ul style="list-style-type: none"> ▪ Assess current import/export procedures and their statutory requirements. ▪ Collaborate with private stakeholders and border agencies to extract insights and requirements. ▪ Pinpoint and rectify inefficiencies in current operations. ▪ Design efficient business processes in line with international standards. ▪ Facilitate data sharing across stakeholder IT frameworks for automated documentation. ▪ Harness ICT to optimize online access for cross-border trade operations. ▪ Identify ICT opportunities to further automate and enhance the trade process. ▪ Coordinate with the project team for process transition and stakeholder adoption. ▪ Regularly evaluate and refine the implemented processes. ▪ A detailed analysis of current trade procedures, spotlighting inefficiencies. ▪ Process redesign suggestions with respective flowcharts and documentation. ▪ Test and evaluation reports on process efficacy. ▪ Periodic progress updates and other relevant project documents. ▪ Any other relevant documentation or reports requested by the project manager. 		

Interested applicants are requested to email us your applications with the following documents before 1600 hrs on 08th August 2023 to 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.