TERMS OF REFERENCE (TOR)

Post: System Specialist
No of Vacancies: 02
Post Type: Contract (6 months)
Department: Business Development

Key tasks, responsibilities:

- Conducting a comprehensive assessment of SDFC's current banking operation setup, including processes, systems, and workflows.
- Providing consultation on technological infrastructure setup, including infrastructure assessment, IT architecture design, system integration, cybersecurity measures required.
- Identifying areas for improvement, inefficiencies, and bottlenecks in the existing setup.
- Developing and implementing strategies to enhance operational efficiency, optimize processes, and improve overall performance.
- Recommending relevant technological solutions to automate and streamline operations where necessary.
- Ensuring compliance with regulatory requirements, industry best practices, and internal policies.
- Any other relevant tasks as reasonably requested by the management.
- Devise a migration plan, and assist in execution

Deliverables required within the contract period:

- Assist in formulating project plan and timeline
- Assist in system assessment report finalization
- Data migration support
- Guidance on quality assurance and system testing of the systems.

Requirements and Qualifications:

- Bachelor's degree in Banking or Information technology with 5 years of relevant experience.

Other Competencies required:
- In-depth knowledge of banking solutions and systems with prior working experience.
- Analytical Skills: Ability to analyze complex systems, processes, and data to identify inefficiencies and propose improvement strategies.
- Problem-Solving Ability: Capability to develop innovative solutions to address challenges and improve operational efficiency.
- Project Management: Proficiency in project management methodologies to plan, execute, and monitor projects related to banking operations optimization.
- Prior experience in Systems and Data Migration.

- Technical Proficiency: Familiarity with banking software, core banking systems, CRM systems, regulatory reporting tools, and data analytics tools.
- Communication Skills: Excellent communication skills to convey concepts, recommendations, and solutions effectively to stakeholders.
- Consultative Approach: Ability to provide strategic guidance and consulting services to management.
- Change Management: Experience in accepting and managing organizational change and facilitating change among staff members.
- Regulatory Knowledge: Up-to-date understanding of banking regulations, compliance requirements, and industry standards.
- Customer Focus: Ability to understand the importance of customer experience in banking operations.
- Team Collaboration: Capacity to work collaboratively with different teams
- Continuous Learning: Commitment to staying updated on emerging trends and best practices in banking operations.

Remuneration package:
- Total remuneration offered under this contract is negotiable based on qualification and experience.

Documents required with the job application:

- Complete and **up-to-date** Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
   - **All 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-specialist before **08th July 2024**, **14:00hours.**

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 on weekdays between 9:00 am to 14:00 pm via phone at 3026016 / 3026018 or email to careers@sdfc.mv