

JOB OPPORTUNITY

Reference Number

MND/PO/J/26/015

Date

14 July 2026

Maldives Innovation
and Digital Company

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G. Niusha, 5th Floor
Lily Magu, Malé 20130
Republic of Maldives

Post	Digital Solutions Analyst
No of Positions	01
Employment Type	Contractual Full-Time
Terms of Employment	This is a one-year assignment from the commencement of work. Contract renewal eligibility requires both the successful completion of probation and a satisfactory annual performance review
Location	Head Office / Male'
Remuneration	Based on qualifications and experience

BACKGROUND

MINDCo is seeking an experienced Digital Solutions Analyst to lead the planning and analysis phase of digital transformation projects. The successful candidate will work closely with stakeholders to understand business processes, identify requirements, design end-to-end system solutions, and produce comprehensive documentation that enables the development team to successfully deliver high-quality software.

This role serves as the bridge between business stakeholders and the technical team, ensuring that business needs are accurately translated into clear, implementable technical requirements.

OBJECTIVE OF THE ASSIGNMENT

To recruit a Digital Solutions Analyst who can gather and analyze business requirements, design complete system workflows, prepare functional documentation, and coordinate with designers and developers throughout the software development lifecycle.

KEY RESPONSIBILITIES

The Digital Solutions Analyst will be responsible for:

Business Analysis & Stakeholder Engagement

- Conduct workshops, meetings, and interviews with stakeholders to understand business objectives, challenges, and operational processes.
- Gather, analyze, validate, and prioritize business and functional requirements.
- Identify opportunities for process improvement and digital transformation.
- Act as the primary liaison between business users and the technical team.

System Planning & Design

- Design end-to-end business processes and system workflows.
- Develop functional specifications, use cases, user stories, process maps, workflow diagrams, and business rules.
- Define system modules, user roles, permissions, and business logic.
- Collaborate with UI/UX designers to ensure interfaces meet business and user requirements.
- Work closely with technical leads to validate solution feasibility and architecture.

Documentation

- Prepare comprehensive project documentation, including:
 - Business Requirements Documents (BRD)
 - Functional Requirements Specifications (FRS)
 - Software Requirements Specifications (SRS)
 - User stories and acceptance criteria
 - Workflow diagrams and process documentation
 - Data dictionaries and business rules
 - API integration requirements (where applicable)
- Maintain documentation throughout the project lifecycle and ensure it remains up to date.

Project Planning & Coordination

- Assist in project planning, effort estimation, prioritization, and release planning.
- Break down project requirements into manageable deliverables for the development team.
- Coordinate with developers, UI/UX designers, QA engineers, and project managers throughout the development lifecycle.
- Support sprint planning, backlog grooming, and requirement clarification.
- Validate completed features against documented requirements and support User Acceptance Testing (UAT).

REQUIRED QUALIFICATION & EXPERIENCE

The ideal candidate must possess the following qualifications and skills:

Education

- Bachelor's degree in business information systems, Computer Science, Information Technology, Software Engineering, Project Management, or a related field.
- Equivalent professional experience may be considered.

Mandatory Technical Requirements

- Proven experience as a Business Analyst, Systems Analyst, Functional Consultant, or Project Planner in software development projects.
- Strong ability to gather and document business and functional requirements.
- Experience preparing BRDs, FRSs, SRSs, user stories, and workflow documentation.

- Strong understanding of software development methodologies, including Agile/Scrum.
- Experience using documentation and collaboration tools such as Confluence, Jira, Microsoft Visio, Draw.io, Linear, Lucidchart, or similar.
- Excellent written and verbal communication skills.

Preferred / Optional Skills

- Understanding of system architecture, APIs, databases, and software development concepts.
- Experience with UI/UX design collaboration and wireframing tools such as Figma.
- Familiarity with BPMN, UML, ER diagrams, and process modeling.
- Experience managing project backlogs and sprint planning.
- Knowledge of government or enterprise digital transformation projects.

Added Advantage

- Experience working with development teams using Go (Golang), React.js, React Native, and Laravel.
- Experience with cloud-based systems and microservices architecture.
- Project management certification (PMP, PRINCE2, Scrum Master, PMI-PBA, CBAP, or similar).

COMPETENCIES

- Excellent analytical and critical thinking skills.
- Strong stakeholder management and facilitation abilities.
- Outstanding documentation and technical writing skills.
- Ability to simplify complex business processes into clear system requirements.
- Strong planning, organizational, and time management skills.
- Excellent presentation and communication skills.
- Ability to manage multiple projects and priorities simultaneously.

DELIVERABLES

- Business Requirements Documents (BRD).
- Functional and Software Requirements Specifications (FRS/SRS).
- User stories, acceptance criteria, and prioritized product backlog.
- Process maps, workflow diagrams, and business rules documentation.
- System module specifications and functional designs.
- Coordination of requirement handover to UI/UX designers and development teams.
- Support documentation for User Acceptance Testing (UAT) and implementation.

APPLICATION SUBMISSION

Interested candidates are invited to submit their completed job application form together with an up-to-date CV to careers@mindco.mv no later than 16:00 hrs on 21st July 2026.

ADDITIONAL DOCUMENTS FOR SHORTLISTED CANDIDATES

Please be informed that applicants who are shortlisted will be contacted for an interview and will be required to provide the following documents via email to careers@mindco.mv upon notification:

- A recent passport-size photograph (digital copy)
- A scanned copy of the National ID card
- Scanned copies of educational certificates
- Employment reference letters from previous employers
- Valid police report

OUR COMMITMENT TO DIVERSITY & INCLUSION:

At MINDCo, we champion an inclusive and respectful workplace where everyone has equal opportunities to thrive. We welcome applications from all qualified individuals, and we strongly encourage women to apply.