



Terms of Reference

Position Title:	Senior Systems Analyst
Missco Code:	2511
Skill Level:	4
Public Service Rank:	9
Type of Appointment:	Full-Time Contract

Scope of work

The Senior Systems Analyst should work closely with the business and technical teams and should be a major contributor to the requirements specification deliverable, writes the business and functional requirements. The Senior Systems Analyst should understand the business and ensures that there is integration between business and technology. The Senior Systems Analyst should work with the project management team to prioritize deliverables and negotiate on product functionalities. The Senior Systems Analyst must also understand the development processes – SDLC – and must be very analytical with problem solving and conflict resolution skills to help identify, communicate and resolve issues.

The Senior Systems Analyst should be responsible for creating, maintaining and prioritizing the product backlog, and for ensuring that both the development team and the stakeholders are well informed as to priorities and progress of the sprint. The Senior Systems Analyst will need to be proactive, should be able to communicate with both business and technical stakeholders, and must be able to solve problems while under pressure.

Major Functions:

- Work with business systems owners to elicit requirements and capture business objectives and goals.
- Clearly articulates and documents business processes and User requirements
- Obtain key inputs from architecture and technical teams to identify solution interdependencies
- Document solution design including data analysis and wireframes
- Analysing and communicating stakeholder needs by translating business requirements to the technical team using an agile methodology
- Develop stories to hand over to the development team by taking on project management roles in multiple systems projects.
- Manage the backlog and priorities across multiple projects
- Manage iterative system reviews and feedback with the system owners
- Support with test cases and testing
- Manage the UAT process
- Assist with Training and User documentation and system implementation

- Assist with system support
- Liaise with stakeholders depending on each product and assist with business analysis and project management where necessary
- Proactively build and maintain good relationships with stakeholders
- Proactively resolve customer satisfaction issues
- Consulting with management to determine the needs of the system.
- Analysing the business processes and operating principles for inefficiencies and inadequacies. Making recommendations and approvals for solutions or improvements that can be achieved.
- Act as liaison between business stakeholders, such as management and software development or technical team.

Qualifications and Experience:

Level 10 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position.

OR

Level 9 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 4 years of experience in related field.

OR

Level 7 or 8 qualification under the Maldives National Qualifications Framework (MNQF) in a field relevant to the position, along with at least 8 years of experience in related field.

Educational Field:

- Software Engineering, Computer Science, Information Technology

Experience Field:

- Technical work and research activities related to information and communications technology.
- Should be fluent in UML and its tools.

Contract Terms:

• Remuneration:

Basic Salary: 15,570.00

Job Allowance: 7,265.00

Attendance Allowance: 195.00 per day

- **Contract Duration:** 2 years, renewable based on performance

- **Probation Period:** 3 months

- **Working Hour:** 9:00 – 17:00



Candidate Evaluation and Selection Process

Candidates will be assessed through a multi-stage process that evaluates academic background, professional experience, technical knowledge, and practical skills. The process will include an interview to measure communication and delivery capabilities.

Candidates interested in providing the services are required to submit their CV, ID copy, **attested certificates**, experience letters and other relevant information demonstrating their qualifications and experience in the area.

24th August 2026