

JOB VACANCY

HDC(161)-HR/IU/2021/190
29th April 2021

**Business Analyst
Business Solutions & Smart Infrastructure**

MINIMUM QUALIFICATION & REQUIREMENT

Degree or MNQF Level 7 Qualification in Business/Finance with minimum 4 years' experience in relevant field.

OVERALL SCOPE

Responsible for analyzing and evaluating of new and current businesses in the department.

SCOPE OF WORK

- Compile and analyze financial data in order to make sound financial management decisions in running the business.
- Liaise with projects implementation team to draft, negotiate and finalize contract agreements of externally financed projects.
- Analyze project specific costs and pricing and liaise with business team to produce project feasibility analysis
- Produce project financing proposals and project specific financial analysis reports.
- Monitor and manage project specific cash flows and produce project wise cash flow forecasts.
- Assist the Corporate Finance team to liaise with banks, contractors and other respective authorities in project financing arrangements.
- Assist the Corporate Finance team to liaise with banks /financing institutions to explore and analyze appropriate financing arrangements for the projects.
- Ensure project monitoring of other externally financed projects.
- Review, opine, negotiate and finalize agreements/financing arrangements in coordination with respective authorities and legal documentation of contracts.
- Management of contracts and ensuring full compliance.

JOB SKILLS AND SPECIFICATIONS

- Proven experience in dealing with numbers and the processing of financial information.
- Proficient in MS Office (especially Excel); Working knowledge of relevant software
- Adherence to laws and confidentiality guidelines in regards to dealing with customers and data
- Excellent communication and negotiation skills
- Proven track record of meeting and exceeding targets.
- Understand how to present features and benefits of product and services to customers with differing needs
- Excellent communication and negotiation skills.
- Problem-solving attitude.
- Ability to manage multiple projects and work to tight deadlines.
- Ability to work as an individual and as a flexible team player.

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

Application Process:

Send the job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://tinyurl.com/35euhkcc>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 05th May 2021 (Wednesday)

Time: 14:00hrs