

## Job Opportunity

<b>Post</b>	Business Process Lead	<b>Reference</b>	TradeNet-CS/J/2021/17
<b>Employment Type</b>	Project Based		
<b>Term of Employment</b>	Duration of the assignment is 1 (one) year from the commencement of the work. Contract extension based on performance and need.		
<b>No of positions</b>	01		
<b>Remuneration</b>	Based on qualification and experience		
<b>Scope of Work</b>	We are looking for Business Process Lead to work in our Business Process Team, to manage the business process team, document process flows, requirements and organize information in collaboration with various Government Entities.		
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree, 2+ years of experience in project planning &amp; development</li> <li>• Effective time management skills and ability to meet deadlines</li> <li>• Excellent communication skills, both verbal and written in English and Dhivehi</li> <li>• Excellent personal skills such as teamwork, initiative, and attention to details,</li> <li>• Experience on advising/working for government agencies in reforming the business environment. Experience in at least 1 similar assignment is desirable.</li> </ul> <p>(Note: Applicants are required to have the above minimum qualification &amp; experience. During the interview process, applicants will be tested and measured on their ability to think logically, planning, managing skills and various problem-solving skills.)</p>		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop best practices for business process improvements</li> <li>• Design, develop and implement business processes</li> <li>• Track and communicate status of business services digitization projects</li> <li>• Collaborate and communicate with the relevant stakeholders to identify potential improvements to the process</li> <li>• Assist in resource allocation, and schedule to implement process improvements</li> <li>• Develop and maintain business process documentations that will be used as reference for preparing test cases, training documents, service digitization projects etc.</li> <li>• Present analysis, solutions, and business cases to project manager</li> <li>• Coordinate with cross-functional team to develop business process requirements</li> <li>• Manage and supervise business team members</li> <li>• Reporting on success and areas needing improvements</li> </ul>		

Interested applicants are requested to email us your applications with the following documents before 1600hrs on 12<sup>th</sup> August 2021 to [careers@tradenet.com.mv](mailto:careers@tradenet.com.mv)

- Completed Job Application Form (<https://tradenet.com.mv/applicationform>)
- CV
- Scan of National ID card
- Scans of educational certificates
- Employment reference letters
- Police Report