

JOB VACANCY

HDC(161)-HRM/IU/2021/640
23rd December 2021

IT Business Analyst **Corporate Affairs, Administration & ICT**

MINIMUM QUALIFICATION & REQUIREMENT

1. Degree or MNQF Level 7 Qualification in Computer Science/Business Administration or relevant field with minimum 5 years' experience as a Business Analyst or in a Business function.
2. Preference will be given to candidates who have experience in financial services, and in creating deliverables including Business Requirement Document (BRD), System Requirement Specification (SRS), and Functional Specification Document (FSD).

DURATION

1 year contract

OVERALL SCOPE

IT Business Analyst is responsible for enhancing the quality of IT products and services, analyzing data and providing technological solutions to business needs, among other duties. IT Business Analysts have exceptional interpersonal skills as they need to act as a communication link between the IT and Executive branches.

SCOPE OF WORK

- Work closely with team members, technical resources and other cross-functional team members to deliver implementation projects for both new and existing initiatives.
- Collect, analyze, and document business requirements of different projects via regular meetings
- With stakeholders and by transferring knowledge to the development team.
- Prepare accurate and detailed requirements specification documents, user interface guides, functional specification documents and obtain appropriate sign-off throughout.
- Translate highly technical specifications into clear non-technical requirements and vice-versa.
- Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process.
- Provide documentation of all processes and training as needed.
- Develop and implement maintenance procedures, gather system statistics, and assist troubleshoot reported errors.
- Liaise between the IT department and other departments.
- Meeting organizational needs with evolving technology
- Enhance quality of IT products and services.
- Analyze the design of technical systems and business models.
- Utilize IT data for business insights.
- Produce reports on application development and implementation.
- Run A/B tests and analyze data.
- Improve efficiency of procedures by proposing office automation solutions.
- Conduct Post Project Reviews (PPR) to evaluate effectiveness and efficiency
- Conduct trainings with the implementation of new systems and preparing user manuals.

JOB SKILLS AND SPECIFICATIONS

- Must have expertise in both Information Technology and Business Administration.
- Knowledge of data analysis, mapping and migration.
- Exceptional interpersonal skills.
- Business awareness and planning and negotiating skills
- Strong analytical, problem-solving, interpersonal and presentation skills
- A methodical, investigative and inquisitive mind and attention to detail
- Excellent oral and written communication skills
- Initiative and self-confidence

SALARY PACKAGE:

Salary negotiable based on qualification and experience.

REQUIRED DOCUMENTS

1. Accredited certificates,
2. Job reference letters
3. NID card or Driver's License
4. Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 30th December 2021, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516