



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Business Analyst
Reporting to	Senior Business Analyst,
Location	Port Moresby, Bank of Papua New Guinea
Salary range	Grade 8
Employment Type	National Contract

Role Description

The Business Analyst will be responsible for design of custom applications at the Bank of Papua New Guinea. On a case by case basis some custom applications may be built in house and some may be outsourced to third party suppliers. However, in many cases the Business Analyst will remain responsible for outcomes.

It is intended that the Business Analyst will also be utilised to provide requirements specifications on the more complex changes required to off the shelf software applications supplied by third party software houses.

This analytical role reports directly to the Senior Business Analyst and will require an experienced business analyst with financial or banking application experience.

Responsibilities

1. To analyse requirements for new and existing applications in such a manner as to provide custom software applications and/or software application enhancements that meets or exceeds the Bank of Papua New Guinea's goals and expectations.
2. To provide hands on business analytical skills within the Bank as required.
3. To write requirements, design and testing specifications as required.
4. To manage selected third party suppliers of custom application software to provide best value and outcomes for the Bank.
5. To manage the construction of custom application development work such that it is carried out in the most professional manner and does not produce legacy or single key dependencies.
6. To provide professional advice to the Senior Business Analyst on new requirements for software applications.
7. To ensure that each piece of custom software is preceded by comprehensive software design specifications.
8. To ensure that each piece of custom software is tested using written software test specification.

Requirements

- Bachelor's or Master's degree in Information Technology or a related field
- Minimum of 5 years of experience as a business analyst in commercial organizations and has some form of major application analytical and/or development role.
- Experience with modern digital technologies, data management frameworks, and project management methodologies such as Agile or PRINCE2.
- Experience specifying high quality custom applications.
- Total Understanding and practical skills in managing the SDLC.
- High level of analytical skills, with the ability to translate verbal requirements into professional requirements specifications.
- A high level of SQL skills.
- Ability to produce very detailed and complex manuals, able to demonstrate excellent Microsoft Office skills.
- Well organised and excellent at prioritising tasks.
- Able to take responsibility and provide positive outcomes during requirements negotiations that meet the business needs in the most efficient manner.

Working Relationship

The Business Analyst will establish and maintain the following internal and external relationships:

Internal Relationship

- Managers and Senior Analyst
- Internal customers regarding any service requests.
- IT staff concerning Requests for Change.
- The Corporate Systems Manager regarding updates on high priority service requests.

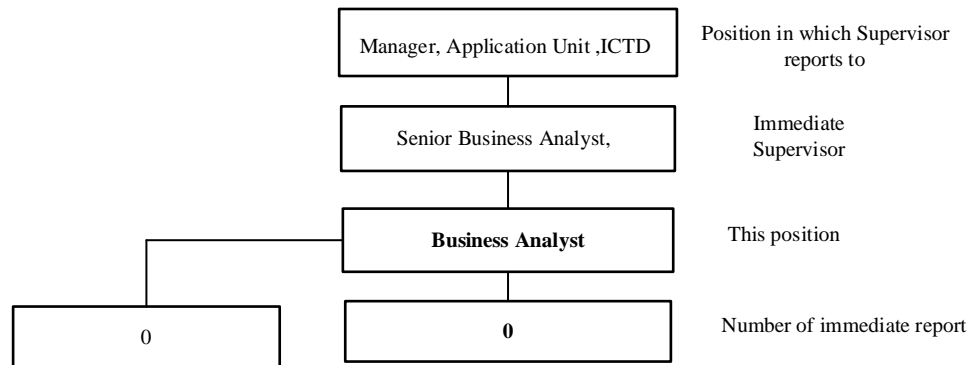
External Relationship

- 3rd party service providers
- Other external Stakeholders

Authority Level

- No Financial authority
- Seek advice of Senior Analyst and approval of Unit Manager for all financial and administrative matters
- No recruitment authority
-

Reporting Relationship



Number of similar level positions reporting to the same supervisor

Refer also t the full Organization Chart

<u>Function</u> Governance	<u>Objective 9</u> High Performance Culture is thriving <u>Objective 10</u> Targeted Capability is uplifted and performance is improved
<u>Goal 6</u> Establish BPNG as a modern high performing and trusted institution	<u>KRA 9.1-9.5</u> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. <u>KRA 10.1-10.5</u> We understand the Bank's future needs and are preparing the workforce to meet new challenges.

Bank Values:

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.