



# Career Opportunity

<b>Title</b>	<b>HR 08/2024— Business Analyst</b>
<b>Department</b>	Information and Communications Technology (ICT)
<b>Reports to</b>	Director ICT
<b>Location/Campus</b>	Honiara, Kukum Campus

*The Business Analyst (BA) will be the driver of continued growth and development in the Solomon Islands National University in Information Communication Technology. The ideal. Candidate for this role is committed to innovation, development, and implementation of digital. Innovation for continuous business development. The Business Analyst will be required gather business process requirements from each department of SINU and determining the best digital system solutions that would address these requirements. He/She must be a detailed planner, communicator, analyst, and presenter. He/She should be committed to the discovery and development of innovative solutions in an ever-changing digital landscape for SINU.*

## **Minimum Qualification and Experience Requirements:**

To be considered for this position, applicants must have:

1. A minimum Bachelor's Degree in Information Technology (IT) or Business; or a diploma in Information Technology (IT) or Business with 2 years related work experience.
2. Minimum two (2) years of experience in business documentation or business analysis.
3. High proficiency in any analytical tools.
4. Experience in generating process documentation and reports.
5. Excellent communication skills, with an ability to translate data into actionable insights.
6. Strong working knowledge of relevant applications in the Microsoft Application Package, including Visio.
7. Extensive experience with data visualization.
8. High proficiency in technical writing.
9. Good Presentation and consultative skills.
10. Is a good facilitator.

## **Knowledge, Skills, and Experience:**

The Business Analyst will be selected based on the following high-level criteria: 3

ICT – Business Analyst

1. The candidate meets the minimum stated qualification.
2. Understands the role of a Business Analyst.
3. Involved in similar role(s) previously with experience in dealing with complex organizations and business processes.
4. Has an excellent employment history.
5. Can work with minimal supervision.
6. Can work in a team setting.
7. Always eager to learn and share new knowledge. **Please refer to the job description for more information.**

## **Terms and Conditions**

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email: [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: 22<sup>nd</sup> February 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**

**Applications can be emailed to [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb) or [Daniel.Uiga@sinu.edu.sb](mailto:Daniel.Uiga@sinu.edu.sb) or hand delivered to the HR Department at Kukum Campus addressed to:**

**Director of Human Resources  
Human Resources Department  
Solomon Islands National University  
P.O Box R113  
Honiara**