IT Business Analyst – Job Description

IT business analysts are in demand because professionals who understand both business and technology are not that common. If you come from a web application development background, you may already have the technology skill set. But you might not have the banking and financial accounting knowledge to make an impact on the business. If you come from a business background, you might not have enough understanding of technology to leverage it for competitive advantage. We would like to invite both proven and aspiring IT Business Analysts to apply.

1. Position Summary

If you are wondering what an IT business analyst does, keep on reading. Business analysts elicit, analyse, document, and validate business requirements; they design and help implement solutions to business problems. IT business analysts in the banking industry solve business problems by applying their strong communication and analytical skills as well as their relevant IT and banking domain knowledge.

To give you an idea, some of the tasks performed by IT business analysts at First Private Bank are
1. writing request for proposals,
2. reviewing business solution design documents,
3. designing the chart of accounts,
4. writing test cases, test scenarios & test plans,
5. critically reviewing operational, management and regulatory reports,
6. evaluating the strengths and limitations of core banking and E-Banking systems,
7. evaluating how well core banking and E-banking systems meet business requirements,
8. evaluating vendors' proposals, etc.

This role is for you, if you have drive, excellent people skills, critical thinking skills, proficiency in both English & Myanmar, and a passion for IT & banking business. Your career path at bank will be limited only by your ability and imagination!

2. Eligibility

1. Preferably, Myanmar national.
2. Good character and free of criminal record.
3. Pass mandatory health check.
4. Must be able to provide two academic or professional referees.

3. Main Responsibilities

1. Elicit, analyse, document business requirements from stakeholders and validate them.
2. Help design solutions to business problems.
3. Write request for proposals (RFP) when required.
4. Critically review business solution design documents.
5. Critically review user guides, installation guides and other technical documentation.
6. Critically review banking business operational, management and regulatory reports.
7. Plan, prepare, coordinate, and/or lead in the development and documentation of test plans, test scenarios and test cases.
8. Plan, prepare, coordinate, and/or lead in user acceptance testing (UAT) and system integration testing (SIT).
9. Plan, prepare, coordinate, and manage user training.
10. Plan, prepare, coordinate, and assist in business process re-engineering.
11. Participate in team and department meetings.
12. Participate in required technical and functional training.
13. Train other IT staff and bank staff as required.
14. Visit and inspect bank branches when required.
15. Perform any other relevant IT/business task assigned.
16. Report to Project Managers, CIO and/or CEO.

4. Inter-personal Skills

1. Must have a pleasant personality and integrity.
2. Must be tactful.
3. Must be able to establish good working relationships with staff, management, and vendors.
4. Able to take initiative as well as work in a team.

5. Communication Skills

1. Proficient in both English (e.g. IELTs 6 and above) and Myanmar languages.
2. Able to give presentations in both English and Myanmar languages.
3. Able to verbally communicate and interact with both local and international bankers and vendors.
4. Able to write reports and prepare presentations in both English and Myanmar languages.
5. Able to teach, train and share knowledge with co-workers and other bank staff.

6. Education, Experience & Technical Skills

1. Must have a degree, preferably, in accounting, banking & finance, commerce, economics, business management, project management, computer science or IT.
2. Must have 3 to 5 years relevant work experience as an analyst involving IT and business.
3. Must have a working knowledge of the Myanmar banking & financial services industry.
4. Knowledge and experience in enterprise IT infrastructure will be useful.
5. Knowledge and experience in banking and financial accounting will be useful.
6. Proficient in Microsoft Office (especially, Access, Word, Excel, and Power Point) and/or Microsoft Project/Visio/Smart Draw.

7. Other Requirements

1. Capable of independent learning as well as instructor-led learning.
2. Capable of reading and understanding user guides and technical documentation written in English and applying knowledge gained to practice.
3. Enjoys a challenge and possesses good problem-solving skills.
4. Capable of thinking analytically, imaginatively, and creatively.

8. Application Process

1. Submit in one file, your CV (no more than 2 pages) together with a cover letter (no more than 2 pages) stating why you are interested in this role and how you meet the requirements for the role.
2. In your CV, please state your salary expectations.
3. In your CV, please include a passport-size photo of yourself.
4. In your CV, please include the job titles and contact details of two academic or professional referees.
5. Submit as soon as you are ready and do not wait till the deadline. We will begin screening and interviewing as soon as applications are received.
6. Only suitable candidates will be contacted and invited for an interview.
7. Incomplete applications will be discarded and will not be considered further.