



Ministry of Digital Economy
Project Management Unit (PMU)

Job Descriptions

- 1. Title: Business Analyst (BA) - 4 vacancies**
- 2. Introduction:** Requirements Gathering and Analysis: Responsible for eliciting, analyzing, documenting, and validating the business needs and requirements related to the transition. This includes working with stakeholders to understand their needs, defining processes, and developing functional specifications. BAs will be involved in:
 - * Developing the framework for DEA/GovTech.
 - * Defining requirements for project handovers.
 - * Analyzing and documenting existing and future state processes.

3. Job Descriptions :

1. Business Analyst (BA) – Digital Initiatives

Position	Business Analyst (BA) – Digital Initiatives
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The requirement is to provide business analysis support for the PMU’s digital initiatives, focusing on: <ul style="list-style-type: none">● Gathering and analyzing business requirements.● Defining and documenting business processes.● Engaging with stakeholders to ensure alignment and smooth implementation of digital initiatives.● Supporting the transition and handover of selected initiatives to the new organization.
Key Responsibilities	The candidate shall report to the Head of PMU or the relevant Project Manager and will be responsible for the following tasks: (i) Requirements Gathering <ul style="list-style-type: none">● Elicit, analyze, document, and validate business requirements for the digital initiatives.● Identify gaps and inconsistencies in business requirements.● Translate business needs into functional and non-functional requirements. (ii) Process Definition <ul style="list-style-type: none">● Define and document business processes related to digital initiatives.● Identify opportunities to streamline and improve existing processes.● Develop process maps and workflows using industry-standard tools.

	<p>(iii) Stakeholder Engagement</p> <ul style="list-style-type: none"> ● Work with stakeholders to understand their needs and ensure alignment with project goals. ● Facilitate meetings and workshops with stakeholders to gather input and feedback. ● Manage stakeholder expectations and ensure transparency throughout the project. <p>(iv) Documentation</p> <ul style="list-style-type: none"> ● Prepare clear and concise documentation of business requirements and processes. ● Maintain an organized repository of business analysis artifacts. ● Ensure all documentation aligns with PMU and MoDE standards. <p>(v) Support Activities</p> <ul style="list-style-type: none"> ● Provide general business analysis support to the PMU team. ● Assist in project planning and execution. ● Provide input for decision-making and risk management.
<p>Qualifications and Experience</p>	<p>Experience:</p> <ul style="list-style-type: none"> ● Minimum of 5 years of experience as a Business Analyst or in a similar role. ● Proven track record of working on large-scale, complex projects. ● Experience working with government or public sector projects (desirable). <p>Knowledge:</p> <ul style="list-style-type: none"> ● Strong understanding of business analysis methodologies (e.g., BABOK, Agile). ● Familiarity with project management frameworks and governance structures.
<p>Technical Skills</p>	<ul style="list-style-type: none"> ● Proficiency in business analysis tools such as: <ul style="list-style-type: none"> ○ JIRA, Confluence, Microsoft Visio, Lucidchart (or equivalent). ● Experience with process mapping and modeling tools. ● Proficiency in data analysis and reporting tools (e.g., Excel, Power BI).
<p>Non-Technical Skills</p>	<ul style="list-style-type: none"> ● Excellent communication and facilitation skills. ● Strong stakeholder management and negotiation skills. ● Analytical thinking and problem-solving ability. ● Ability to work independently and under pressure.
<p>Educational Requirements</p>	<ul style="list-style-type: none"> ● Bachelor's degree in Business Administration, Information Technology, Management, or a related field.
<p>Certifications (Optional)</p>	<ul style="list-style-type: none"> ● Relevant business analysis certifications such as: <ul style="list-style-type: none"> ○ Certified Business Analysis Professional (CBAP) ○ PMI Professional in Business Analysis (PMI-PBA) ○ Agile Business Analyst (IIBA-AAC) ○ Lean Six Sigma Certification

2. Business Analyst (BA) – Project Management Unit

Position	Business Analyst (BA) – Project Management Unit
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	<p>The specific requirements are as follows:</p> <ul style="list-style-type: none"> ● Provide business analysis expertise to PMU for defining business requirements for new digital initiatives. ● Handle urgent requests related to government projects and system requirements. ● Ensure smooth alignment between stakeholders and business needs across the projects.
Key Responsibilities	<p>The candidate shall report to the relevant sectoral head or Project Manager (PM) during standard office hours and will be responsible for the following tasks:</p> <p>(i) Requirements Gathering</p> <ul style="list-style-type: none"> ● Elicit, analyze, document, and validate business requirements for new projects such as SLUDI, NDX, Citizen Portal, PM Tool, and ERP. ● Identify any gaps in the requirements and assist in prioritizing features. ● Work with technical teams to ensure clear communication of business needs. <p>(ii) Process Modeling</p> <ul style="list-style-type: none"> ● Define and document business processes for new systems and initiatives. ● Develop process flows, maps, and workflows for better understanding and implementation. ● Collaborate with system developers to ensure that the documented processes align with technical capabilities. <p>(iii) Stakeholder Management</p> <ul style="list-style-type: none"> ● Work closely with key stakeholders to understand their business needs and ensure alignment of requirements. ● Facilitate discussions, workshops, and interviews to capture detailed requirements and clarify expectations. ● Maintain stakeholder relationships to ensure ongoing communication and transparency throughout the project lifecycle. <p>(iv) Urgent Requests</p> <ul style="list-style-type: none"> ● Respond promptly to urgent requests related to business processes and system requirements from government organizations. ● Analyze these requests, prioritize them, and provide actionable recommendations for resolution.

Qualifications and Experience	Experience: <ul style="list-style-type: none"> ● Minimum of 3-5 years of experience as a Business Analyst. ● Experience in digital transformation or e-governance projects is highly preferred. Knowledge: <ul style="list-style-type: none"> ● Strong understanding of business analysis methodologies (e.g., BABOK, Agile). ● Familiarity with business process modeling and requirement management processes.
Technical Skills	<ul style="list-style-type: none"> ● Proficiency in business analysis tools (e.g., Visio, Lucidchart). ● Strong skills in MS Office Suite (Word, Excel, PowerPoint). ● Experience with requirements management software is a plus.
Non-Technical Skills	<ul style="list-style-type: none"> ● Excellent communication and facilitation skills. ● Strong problem-solving ability and analytical thinking. ● Ability to work independently as well as part of a team.
Educational Requirements	<ul style="list-style-type: none"> ● Bachelor's degree in Information Technology, Business Administration, or a related field.
Certifications (Optional)	<ul style="list-style-type: none"> ● CBAP (Certified Business Analysis Professional), CCBA (Certification of Competency in Business Analysis), or other relevant business analysis certifications.

3. Business Analyst (BA) for DEA/GovTech Establishment

Position	Business Analyst (BA) for DEA/GovTech Establishment
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	The specific requirement for this role is to provide business analysis assistance to the Head of the DEA/GovTech Establishment team within the PMU of MoDE. The Business Analyst will be responsible for defining the requirements, processes, and functional specifications for the DEA and GovTech
Key Responsibilities	<p>The Candidate shall report to the Head of PMU during standard office hours and will be responsible for the following tasks:</p> <p>(i) Requirements Elicitation</p> <ul style="list-style-type: none"> ● Elicit, analyze, and document the business needs and requirements for the DEA and GovTech. ● Conduct workshops and interviews with stakeholders to gather detailed information. ● Analyze existing documentation and develop use cases and user stories. ● Key Deliverables: Contribution to Draft Legislation Outline. <p>(ii) Process Definition</p> <ul style="list-style-type: none"> ● Define the key business processes for the DEA and GovTech. ● Map out and document current and proposed processes for clarity and efficiency. ● Key Deliverables: Contribution to Revised Draft Legislation. <p>(iii) Functional Specifications</p> <ul style="list-style-type: none"> ● Develop functional specifications that outline the core functions and capabilities of the DEA and GovTech. ● Ensure that the specifications are clear and actionable for technical implementation. ● Key Deliverables: Contribution to Submission of Legislation for Approval. <p>(iv) Support Activities</p> <ul style="list-style-type: none"> ● Provide ongoing support for the DEA/GovTech establishment by assisting in any other analytical tasks as needed.
Qualifications and Experience	<p>Experience:</p> <ul style="list-style-type: none"> ● Minimum of 3-5 years of experience as a Business Analyst. ● Experience in digital transformation, e-governance, or technology policy projects is highly preferred. ● Experience working with government entities is a plus. <p>Knowledge:</p> <ul style="list-style-type: none"> ● Strong understanding of business analysis methodologies and best practices. ● Familiarity with requirements elicitation techniques (e.g., workshops, interviews, document analysis). ● Knowledge of process modeling and data analysis

Technical Skills	<ul style="list-style-type: none"> ● Proficiency in business analysis tools (e.g., MS Visio, Lucidchart). ● Strong skills in using MS Office Suite (Word, Excel, PowerPoint). ● Experience with requirements management software is a plus. ● Understanding of database concepts and SQL is desirable. ● Experience in creating user stories, use cases, and other requirements documentation.
Non-Technical Skills	<ul style="list-style-type: none"> ● Excellent communication (written and verbal) and interpersonal skills. ● Strong analytical and problem-solving skills. ● Ability to work independently and as part of a team. ● Ability to work under pressure and meet deadlines. ● Excellent facilitation and presentation skills. ● Detail-oriented and highly organized.
Educational Requirements	<ul style="list-style-type: none"> ● Bachelor's degree in Information Technology, Business Administration, Computer Science, or a related field.
Certifications (Optional)	<ul style="list-style-type: none"> ● Certified Business Analysis Professional (CBAP). ● Entry Certificate in Business Analysis (ECBA). ● Certification of Competency in Business Analysis (CCBA). ● IIBA certifications. ● Other relevant business analysis certifications.

4. Business Analyst (BA) - Project Handover

Position	Business Analyst (BA) – Project Handover
Location	Ministry of Digital Economy (MoDE)
Reporting to	Head of PMU
Objective	<ul style="list-style-type: none"> The specific requirement for this role is to provide business analysis support for the handover of projects to the relevant organizations, ensuring a clear understanding of requirements and processes.
Key Responsibilities	<p>The Candidate shall report to the Head of PMU/relevant Project Manager during standard office hours and will be responsible for the following tasks:</p> <p>(i) Requirements Review</p> <ul style="list-style-type: none"> Review and analyze existing project requirements and documentation to understand current project status and deliverables. <p>(ii) Process Mapping</p> <ul style="list-style-type: none"> Document current and future state business processes related to the projects being handed over. <p>(iii) Stakeholder Communication</p> <ul style="list-style-type: none"> Facilitate communication between the staff of the PMU and the receiving organizations regarding project requirements, deliverables, and handover details. <p>(iv) Handover Support</p> <ul style="list-style-type: none"> Provide business analysis support throughout the handover process, ensuring a smooth transition and clarity of requirements for the receiving organization.
Qualifications and Experience	<p>Experience:</p> <ul style="list-style-type: none"> Minimum of 3 -5 years of experience as a Business Analyst. Experience in managing or supporting the handover of projects is preferred. <p>Knowledge:</p> <ul style="list-style-type: none"> Strong business analysis skills and an understanding of best practices in project management.
Technical Skills	<ul style="list-style-type: none"> Proficiency in using business analysis tools (e.g., MS Visio, Lucidchart). Strong skills in using MS Office Suite (Word, Excel, PowerPoint). Experience with requirements management software is a plus.
Non-Technical Skills	<ul style="list-style-type: none"> Excellent communication (written and verbal) and interpersonal skills. Strong analytical and problem-solving skills. Ability to work independently and as part of a team. Ability to work under pressure and meet deadlines.
Educational Requirements	<ul style="list-style-type: none"> Bachelor's degree in a relevant field (e.g., Information Technology, Business Administration, or related discipline).

Certifications (Optional)	<ul style="list-style-type: none">• Relevant Business Analysis (BA) certifications such as Certified Business Analysis Professional (CBAP), Entry Certificate in Business Analysis (ECBA), or other related certifications.
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