

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Business Analyst
Administrative Unit:	IT TEAM
Job Level and Grade:	2.II
IV:	500
Index:	1890
Report to:	Chief Executive Officer
Responsible for:	Data Science and Research Specialist, IT Help Desk Officer
Functions	Tasks
Analysis	<ul style="list-style-type: none"> ▪ Analyse the organization vision, strategic objectives and apply an understanding of how processes should work to align to strategic objectives and other operational improvement requirements. ▪ Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions. ▪ Lead the reviews of business processes and developing optimization strategies. ▪ Coordinate the writing and validation of the institution’s entities Enterprise Architecture blueprints. ▪ Works with other departments to find the best way to design new processes and solve process-related issues ▪ Advise on guidelines and templates to elicit, analyze, specify, document and validate business needs outlining problems, opportunities and IT solutions. ▪ Research, review, and analyze the effectiveness and efficiency of existing requirements-gathering processes and develop strategies for enhancing or further leveraging these processes. ▪ Gather Stakeholders and Partners needs to enhance the efficiency and effectiveness of the Fund. ▪ Advise on standard templates to accurately and concisely write requirements specifications and provide basic trainings for template utilization. ▪ Participate in the analysis and verification of requirements for completeness, consistency, comprehensibility, feasibility, and conformity to standards. ▪ Support in gathering requirements for monitoring, evaluation, accountability, and learning (MEAL) activities for the Fund in collaboration with MEAL team colleagues. ▪ Ensure implementation of harmonized approaches and methods across and supporting continuous improvement and iteration. ▪ Lead the trial, piloting and implementation of identified solutions using appropriate methods, such as Systems Thinking, Lean and Agile. ▪ Conducting initial technical screening of internally and externally sourced opportunities to evaluate strategic fit, quality of the science and/or technology and initial roadmap for further organizing and implementing due diligence assessments to thoroughly vet each opportunity, and coordinate with the broader team to align diligence activities with deal structure and business model discussions ▪ Develops, produces and maintains ad hoc and custom reports for functional area information needs. Interprets information contained in reports as requested. Utilizes various data access tools to pull information for reports and solutions. ▪ Plans and manages execution of work, participates in planning and delivers

	<p>on commitments.</p> <ul style="list-style-type: none"> ▪ Provides support for creating, packaging and communicating measurement work using appropriate visual solutions and mediums for relevant insights and applicable data visualizations. ▪ Uses business intelligence applications, develops requirements and assists in using technology for data management, report automation and/or ad hoc reporting for end users. ▪ Applies appropriate quantitative techniques and methods to help resolve business problems. ▪ Participates in special projects, teams and continuous improvement of department processes through ongoing initiatives. ▪ Presents insightful recommendations, presentations, reports and documents to help with the use of the information.
<p>Innovation</p>	<ul style="list-style-type: none"> ▪ Leverages the latest technology innovations to constantly invent and simplify - raise the bar. ▪ Evaluates high potential technologies through demonstrations, prototypes, and proof of concept projects to validate fit for purpose. Validates assumed business benefits, risks, and costs and reduces technical uncertainty. ▪ Translates conceptual requirements into functional requirements in a clear manner that is comprehensible to developers/project team. ▪ Communicates changes, enhancements, and modifications of business requirements to project managers, sponsors, and other stakeholders so that issues and solutions are understood. ▪ Participates in the Quality Assurance of purchased solutions to ensure features and functions have been enabled and optimized. ▪ Develops/maintains executive reporting encompassing all aspects of innovation for both IT and Business leadership. ▪ Supporting the implementation of solutions from conception till initiation by providing information, managing stakeholders and engaging in all the key business analysis tasks that need to be completed to implement the solution. ▪ Coordinate cross-team delivery of centrally managed Innovation capabilities. ▪ Work with the business units to establish and foster a culture of sustaining innovation throughout the organization.
<p>Administration</p>	<ul style="list-style-type: none"> ▪ Participate in the selection of any requirements documentation software solutions that the institution may opt to use bearing in mind emerging technologies and future trends. ▪ Develops and manages new supplier relationships relating to innovation projects. ▪ Perform excellent administrative work that contribute towards successful partnerships management/engagement and delivery of on/offline meetings, including data collection, input, reporting, preparation of presentations and more. ▪ Implements the Information Technology (IT) strategy with a reputable method to mature initiatives and achieve sustainable success. ▪ Creates strategic focus on core transformation that revamps internal processes for cost saving, enhanced efficiency, and improved stakeholder experience. ▪ Responsible for the overall healthy operation of technology in the offices. ▪ Oversee application updates, security patches and configuration changes on

	<p>network hardware, services and management tools.</p> <ul style="list-style-type: none"> ▪ Supervise proactive approaches to monitoring and reporting on network services that maximize uptime, reliability and visibility. ▪ Support and monitor local vendors of IT systems, including network, laptops, telecom, wireless and supporting applications. ▪ Manage relationships with internal stakeholders to understand and anticipate issues, influence technology adoption, monitor staff satisfaction levels, and address issues and concerns. ▪ Remain current with trends, new developments and issues in the IT industry including innovation, current technologies, compliance, cyber risks and software, hardware and licensing costs.
Supervision	<ul style="list-style-type: none"> ▪ Set KPIs for direct report(s). ▪ Practice and actively support team-work within and beyond the organization. ▪ Demonstrate and spur the creative spirit to catalyze results-oriented innovation. ▪ Provide direction and required support. ▪ Manage performance and ensure documentation of the process.
Job Specifications/Profile	
Relevant Qualifications	
<p>Master's Degree in Computer Sciences, Software Engineering, Computer Engineering, Information Technology, Information and Communication Technology, Information Management Systems, Data Sciences, Electronics and Telecommunication Engineering with at least 2 years of working experience in ICT field Or Bachelor's Degree (A0) in Computer Sciences, Software Engineering, Computer Engineering, Information Technology, Information and Communication Technology, Information Management Systems, Data Sciences, Electronics and Telecommunication Engineering</p> <ul style="list-style-type: none"> • Certifications in CBAP (Certified Business Analysis Professional), PBA (Professional in Business Analysis), AAC (Agile Analysis Certification), PMP (Project Management Professional) is an added advantage. 	
Required Experience	
At least 5 years of working experience in ICT field.	
Required Competencies	
<ul style="list-style-type: none"> • Proven experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development • Proven experience in ICT project management, including planning, organizing, and managing resources • Proven excellent understanding of the national digital transformation agenda. • Strong customer service orientation • Ability to effectively prioritize and execute tasks while under pressure • Excellent analytical, mathematical, detail oriented and creative problem-solving skills • Experience working in a team-oriented, collaborative environment with good facilitation and presentation skills • Excellent listening, interpersonal, written, and oral communication skills • Able to exercise independent judgment and take action on it • Logical and efficient, with keen attention to detail and capabilities of delivering with high level of accuracy • Highly self-motivated and directed • Excellent command of written and spoken English. 	