

We Are Hiring

**Be a part of our growing
Pos Digicert Team!**

We are seeking an experienced Senior Business Analyst to act as the vital link between business objectives and technology solutions.

Job Position:

Senior Business Analyst

Full Time / Contract

Roles:

The role involves analyzing and improving business processes, gathering and translating requirements into functional specifications, and collaborating with stakeholders and cross-functional teams to deliver strategic initiatives. The ideal candidate demonstrates strong analytical skills, exceptional communication abilities, and hands-on experience with business systems and solution delivery.

Key Responsibilities

- **Requirements Gathering & Analysis**
 - Collaborate with stakeholders to gather, document, and validate business and functional requirements.
 - Translate complex business needs into clear technical specifications and user stories.
 - Support early project stages by driving discovery, analysis, and initiation activities.

Key Responsibilities

- **Business Process Optimization**
 - Analyze current workflows and identify gaps, risks, and opportunities for improvement.
 - Recommend solutions to streamline operations, enhance efficiency, and align with organizational goals.
- **Solution Design & Delivery**
 - Partner with IT, QA, and business teams to design, validate, and implement effective solutions.
 - Ensure solutions meet business objectives through detailed documentation, prototyping, and clear communication.
- **Documentation**
 - Develop and maintain comprehensive documents including BRD, URS, SRS, FSD, SDS, and API guidelines.
 - Visualize requirements using UML diagrams, process maps, wireframes, and mockups.
 - Apply KRISA-JDN documentation standards when applicable.
- **Stakeholder Engagement**
 - Facilitate workshops and meetings with business users, technical teams, and management to ensure alignment.
 - Communicate effectively across all organizational levels to maintain clarity and transparency.
- **Leadership & Support**
 - Mentor and guide junior business analysts, taking ownership of complex requirements when needed.
 - Ensure best practices are followed across all business analysis activities.
 - Collaborate throughout the Software Development Life Cycle (SDLC) to support smooth delivery.
 - Advise training and implementation teams to ensure seamless system rollouts.
 - Perform additional duties as assigned by management.

Qualifications

- **Education & Experience**
 - Hold a Bachelor's degree in Information Systems or a related field.
 - Bring 4–6 years of proven experience in business analysis.

Qualifications

- **Soft Skills**
 - Demonstrate strong analytical, critical thinking, and problem-solving skills.
 - Communicate effectively in both written and verbal form, with the ability to simplify technical details for non-technical audiences.
 - Build strong interpersonal relationships with a collaborative, team-oriented approach.
 - Provide leadership and mentorship to junior team members.
- **Certifications**
 - Possess CPRE-FL or an equivalent certification **(preferred)**.
- **Additional Skills**
 - Exhibit strong communication, presentation, and negotiation skills.
 - Apply proficiency in business process modeling tools.
 - Leverage knowledge of SQL and Tableau (advantageous).
 - Adapt to both Waterfall and Agile methodologies.
 - Maintain a solid understanding of the Software Development Life Cycle (SDLC)..

Kindly state your availability and expected salary when applying

Ready to join our team?

Do send us your resume at:

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