
Position Description

Vacancy Title: **Associate Business Analyst**

Location: **Wailekutu**

Reports To: **Manager Software Delivery (v 1.01)**

Objective

Junior Business Analyst provides support in gathering, validating, and documenting various system information and needs in line with new business strategies including analyze and create tests, and develop specifications and requirements for developers and programmers to follow. The role reports to the Team Leader Business Analyst and to the Manager Software Delivery.

Outcomes

Organisational Stakeholders

1. Product and Process Ownership

- Ownership of the software products and business process changes ensured and solutions or processes identified to bridge the gap between business needs and technological solutions.
 - Represent the Product Owner, Product Management, and UX Design in business rule decisions.
 - Analyse the business domain, document processes and systems.
 - Outline business requirements and match them with software capabilities.
 - Formulate and define system scope and objectives based on a thorough understanding of business processes and user needs.

2. Business Requirements Specification Development

- Specifications and requirements for developers and programmers developed
 - Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow
 - Meet and coordinate with internal and external stakeholders to establish project scope, system goals, and requirements
 - Translate highly technical specifications into clear non-technical requirements
 - Completion for Business Requirement documentations ensured in accurate and timely manner as per requirement specifications
 - Requirements documents maintained and change history updated in a timely and accurate manner
 - UX/UI review of all caseworks within the project performed
 - Assistance to software quality assurance team in relation to business requirements ensured
 - Coordination with development team ensured for any changes
 - Requirement Change documents prepared in accurate and timely manner for application changes
- End user specialist research in IT infrastructure and interface support including support for specific applications (e.g. finance, payroll systems) conducted
- IT governance and good practice adoption supported
 - coordination of the implementation of IT policies and procedures.

3. Test Creation and End User Support

- Reporting and Analysis provided on KPI metric related to user behavior, market feedback and product performance.
- Test cases developed to serve the overall quality assurance process
 - Define and coordinate the execution of testing procedures
 - Execution of testing procedures
- Necessary assistance for conducting User Acceptance tests provided
 - Training needs and competency gaps of staff assessed and managed in liaison with Manager Software Delivery.
 - Approval of requirement documents by related users ensured
 - User training developed and trainings conducted once the application development is completed and tested.
- Documentation of all processes and training as needed developed, provided and maintained
- Best practices for scalability, supportability implemented for ease of maintenance and system performance
 - Maintenance procedures develop and implemented
 - monitor systems health
 - gather system statistics
 - troubleshoot reported errors and alarms

4. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

5. Safe work environment promoted and ensured at all times.

- Work place safety is ensured.
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
- Systems assist in the identification and elimination of work place hazards on an on-going basis

6. CJPatel Limited's values upheld and promoted at all times

- Uphold and demonstrate the organisation's image and value
- Business practice and decisions are ethical and aligned to organisational policy and procedures
- Ensure adherence to corporate governance standards
- Confidentiality of operational, business and project information ensured at all times
- Communication with staff is professional and positive at all times
- Maintain a positive values based work environment.

Responsibilities - Key Competencies

Competence	Description
Business	
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Computer Studies/Information System, Software Engineering	
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Computer Science and Information System, Software Engineering	

Work Knowledge and Experience

- 1-2 years experience in a similar role
- Strong computer, hardware, software, and analytical skills
- Proven ability to assess business needs and translate them into relevant solutions
- Good problem-solving attitude with ability to interpret software development documentation and explain technical details
- Ability to prepare user manuals and conduct end user trainings
- The ability to collaborate within a team
- Strong attention to detail

Requirements

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
External		

Type	Interaction	Comments
	Taxation Authority	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Concrete thinker	Focuses on the tangible experiences of actual things or events.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

Online

Contact for Enquiries

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Contact Email: miliame.daunivesi@cjpatel.com.fj

Further Contact Information: --

Closing Date: 15 Aug 2025