

- I. *JOB TITLE* : **SYSTEMS ANALYST**
- II. *JOB LEVEL* : TECHNOLOGIST
- III. *JOB DESCRIPTION* : Works closely with user personnel to identify problems, review methods and specify and evaluate information technology (IT) solutions.
- IV. *PROFESSIONAL SKILLS* : Ability to:
1. Apply original thought and judgement to the analysis and solution of IT problems.
 2. Liaise with departments within organization, contractors, suppliers and clients in the development of applications.
 3. Review methods and systems, and advise on appropriate methods to solve problems or to introduce improvements.
 4. Advise on feasibility of using IT, and direct project development by devising appropriate plans and procedures.
 5. Identify the essential features and components of a system; examine input data available and output data required, standardise data and procedures to permit application of IT.
 6. Prepare IT system configuration and specifications and operational procedures.
 7. Prepare test plans and test data to verify suitability of systems and make necessary modifications.
 8. Supervise system design and implementation.
 9. Prepare and conduct reviews to ensure compliance with design specifications and resource estimates.
 10. Guide and train user personnel.
 11. Develop subordinate staff and appraise their performance.

- V. *TECHNOLOGY* : Knowledge of:
1. Project management, system analysis and design for the development of computer applications.
 2. System control and audit principles.
 3. System design including database design and network design.
 4. Relevant IT products, software and techniques on specific application areas e.g. telecommunications, system development software tools.
 5. Organizational structure and behaviour.
 6. Business environment.
 7. Relevant standards, specifications and codes of practice.
 8. Management techniques.
 9. The electronics industry.
- VI. *QUALIFICATIONS AND TRAINING* : (i) Successful completion of a university degree course or equivalent, and
- (ii) A minimum of 3-year on-the-job training/experience in IT including 1 year in systems analysis and design. Knowledge of programming is preferred.