

## Senior Business Analyst:

Experience: Minimum 5 years

### Job Description

Children International is seeking a Senior Business Analyst that will be responsible for coordinating and facilitating scoping and requirements sessions, understanding client requirements, and documenting requirements in a standard format. The successful candidate will have general knowledge of programming languages, database and architecture models, and have the ability to produce use case diagrams, business models, flowcharts, and other models as needed. Qualified candidates will also have experience in the Project Management discipline.

### General Responsibilities:

- facilitate the definition of project scope, goals, and deliverables
- elicit, manage, and communicate requirements
- analyze requirements
- define in detail project tasks and resource requirements
- organize project staff
- track project deliverables using appropriate tools
- provide direction and support to project team
- quality assurance
- monitor and report on progress of the project to all stakeholders
- present reports defining project progress, problems and solutions
- implement and manage project changes to achieve project outputs
- ability to communicate (verbal and written) with various business units that rely on information to define system
- effectively communicate relevant information to the project team and company management
- research specific requirements for projects and/or production support efforts
- suggest areas for improvement in internal processes along with possible solutions
- be accountable for project results

### Experience and Key Competencies:

- proven experience in facilitating and organizing meetings and resources
- proven experience in change management
- critical thinking and problem-solving skills
- planning and organizing skills
- decision-making
- communication skills
- influencing and leading
- team work
- negotiation
- conflict management
- ability to identify and prioritize project tasks, objectives, and deliverables
- ability to perform industry research to clarify, define, or satisfy technology or business issues
- identify, document, and resolve project issues
- develop contingency plans where appropriate
- identify opportunities for improvement and make constructive suggestions for change
- set and continuously manage customer expectations
- experience with project management techniques and tools

### Complementary skills:

Microsoft SharePoint

Microsoft TFS

Sparx Systems Enterprise Architect

Microsoft Project

Kanban or other agile techniques