**Senior Specialist Business Analyst (Life Assurance)**

**Summary:**

The Business Analyst will be responsible for identifying business needs, gathering and analyzing data, providing solutions to business problems, developing project plans and managing project execution to ensure successful completion. This role requires a blend of analytical skills, effective communication, project management expertise and the ability to work collaboratively with various stakeholders to ensure successful implementation of business initiatives.

* ***Candidates that have built an online platform (Customer interface applications)***
* ***Integrating systems with the aim of solutions for customers***
* ***Candidates with experience in long term insurance***
* ***Financial Background / Telco systems / Banking industries***

Suitable candidates must have project management experience as they will be leading projects in this space.

**Key Responsibilities:**

**Business Analysis:**

* Gather and document business requirements through stakeholder interviews, workshops, and analysis.
* Conduct detailed analysis of business processes, systems, and workflows to identify opportunities for improvement.
* Document detailed business requirements, user stories, and use cases.
* Develop business process models, systems specifications and functional requirments.
* Collaborate with stakeholders to validate requirements and ensure alignment with business goals.
* Work with operational and technical teams to design and implement solutions that meet business needs.

**Project Management:**

* Define project scope, objectives, and deliverables in collaboration with senior management and stakeholders.
* Develop comprehensive project plans, including timelines, resource allocation, and risk management strategies.
* Lead project teams to execute project tasks according to the project plan.
* Monitor project progress, identify and mitigate risks, and ensure projects are delivered on time and within scope.
* Communicate project status, issues, and risks to stakeholders and senior management.
* Stakeholder Management.
* Serve as a liaison between business units, IT, and other stakeholders to ensure clear communication and understanding of project requirements.
* Facilitate meetings and workshops to gather input, provide updates, and resolve issues.
* Build and maintain strong relationships with stakeholders to foster a collaborative project environment.

**Quality Assurance:**

* Develop and implement quality assurance processes to ensure project deliverables meet business requirements and standards.
* Conduct testing and validation activities to ensure solutions are fit for purpose.
* Review project deliverables for accuracy and completeness.
* Documentation and Reporting:
* Prepare and maintain project documentation, including project plans, status reports, and risk logs.
* Document business requirements, process flows, and system specifications.
* Provide regular updates to senior management and stakeholders on project status and performance.

**Required Qualifications:**

* Bachelor’s degree in Business Administration, or related field.
* At least 5 years of experience in business analysis and project management.
* Professional certification in Project Management (PMP, PRINCE2) or Business Analysis (CBAP) is preferred

**Skills and Competencies:**

* Strong analytical and problem-solving skills.
* Excellent project management skills, including the ability to plan, execute, and monitor projects.
* Proficient in project management tools and methodologies.
* Ability to communicate effectively with stakeholders at all levels.
* Strong organizational skills and attention to detail.
* Ability to work independently and as part of a team.
* Proficiency in business process modeling, data analysis, and requirements documentation.

**Preferred Experience:**

* Experience in financial services, preferably insurance.
* Familiarity with Agile methodologies and tools.
* Experience with data analysis and reporting tools.