

## **Business analyst/consultant**

### Job description

- Defines and documents client business functions and processes.
- Consults with functional unit management and personnel to identify, define and document business needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.
- Acts as a liaison between departmental end-users, technical analysts, information technology analysts, consultants and in the analysis, design, configuration, testing and maintenance of IT management systems to ensure optimal operational performance.
- Analyzes the feasibility of, and develops requirements for, new systems and enhancements to existing systems; ensures the system design fits the needs of the users.
- Tracks and fully documents changes for functional and business specifications; writes detailed universally understood procedures for permanent records and for use in training.
- Identifies opportunities for improving business processes through IT systems and/or non-system driver changes; assists in the preparation of proposals to develop new systems and/or operational changes.
- Reads and interprets IT management systems and functional technical literature and translates in terms understandable to the end-users.
- Plans, organizes and conducts business process reengineering/improvement projects and/or management reviews. (Examples are projects requiring strategic analysis of an entire process or operating area where specific issues or items to be corrected, examined or recommended have not been identified. Recommended solutions should be developed in consultation with impacted internal and external stakeholders, but should remain objective and independent of the specific stakeholders.)
- Researches and prepares statistical reports on IT trends and disseminates such information. Consolidates information into cohesive and understandable correspondence or other written form for use in management decision-making.
- Assists in developing an overall change management strategy for clients.
- Conducts change impact analysis to assess the potential implications of changes and documents court business rules, functions and requirements.
- Participates in user acceptance testing and testing of new system functionality.
- Provides technical assistance in training, mentoring, and coaching professional and technical staff.
- Develops training curriculum and conducts formal training sessions covering IT systems modules.
- Directs or participates in studies of new and existing programs and special projects to determine feasibility, resolve problems including organizational, procedural, technical and fiscal research and analysis; develops policy and procedures to improve efficiency, cost-effectiveness, and/or improve internal and external customer service; develops information system documentation to support efficient court operations; prepares reports and written findings and recommendations; and monitors changes.
- Provides work direction to one or more technical or clerical staff or acts as a team lead on designated projects or assignments.

3-5 years' experience in a similar role. Minimum of Bachelors' degree in commerce, IT, accounting or other relevant field with additional professional qualifications and certifications. A flair for creativity, originality and initiative

## Systems developer

### Job description

- Work closely with business analysts, designers and users in reviewing current processes and systems
- Produce detailed specifications and writing the software code
- Test and modify systems to ensure they operate reliably and optimally
- Test systems in controlled, real situations before going live
- Prepare training manuals for users and conduct user training
- Present ideas for system improvements, including cost proposals
- Provide user support and respond timely to user requests
- Carry out proactive diagnostics and fix bugs,
- Maintain the systems once they are up and running
- Develop and maintain systems documentation
- Systems and database integration

They should extensive development experience in the following tools

### Programming languages

- Visual Studio.Net (C++, VB, C#) 2005/5008
- eMbedded Visual C++ 4.0 for portable devices
- OpenGL for programmable graphics in Java and Visual studio.Net
- Scripting languages: PHP, Python, JavaScript, VBscript, CSS, XML, and XHTML.
- Java -J2EE, J2SE & J2ME
- Web technologies -HTML/DHTML
- ASP, COM components
- Crystal reports and other report writing software
- Linux and windows platforms

### Databases

- MySQL
- SQL Server
- Oracle 9i/10g/11g
- Sybase 8.0/9.0/10.0/11

3-5 years' experience in a similar role. Minimum of Bachelors' degree in commerce, IT, accounting or other relevant field with additional professional qualifications and certifications.

Candidates will be required to do a demo of their previous work. They are expected to be resourceful, meticulous, work logically, have good analytical skills and problem solving skills. Ability to use available resources to solve problems.

## **Project administrator**

### Job description

- Will contribute essential administrative support to coordinate technical teams
- Manage project documents including understanding and use of client specific project templates (timesheets, fee notes, project progress reports)
- Schedule meeting times, locations, taking minutes, developing presentations and arranging training of project staff
- Timesheet analysis and reports
- Project budget administration, analysis, record keeping and forecasting project financial performance
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Should ideally bring together business administration and technical knowledge. A minimum of Bachelors' degree with 2-3 years' experience. Additional training such as PMP will be an added advantage.

**Comprehensive CVs clearly showing qualifications and appropriate experience should be sent to [info@advantech.co.ke](mailto:info@advantech.co.ke)**