

**EXTERNAL VACANCY**  
**Business Analyst (Paterson Grade D2)**

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

<b>Duty Station</b>	WINDHOEK
<b>Primary Purpose</b>	Assist the business to implement technology solutions in a cost-effective way by determining the requirements of a project through reviews, analysis and evaluations of business systems and user needs. Document requirements, define scope and objectives and formulate systems to parallel overall business strategy.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Information Technology NQF Level 7</li> <li>• Five (5) years working experience in the ICT field. Two (2) years must have been in the area of business analysis</li> </ul>
<b>Special Requirements / Licences</b>	<ul style="list-style-type: none"> <li>- Driver's Licence Code B</li> <li>- Recommended Certifications:               <ul style="list-style-type: none"> <li>• Business Analysis •Lean six sigma •Lean IT</li> <li>• Business Relationships Management • Project Management certification</li> <li>• Oracle certified associate •TOGAF 9 •ITIL V3</li> </ul> </li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Applies and monitors the use of modelling and analysis tools, methods and standards, giving special consideration to business perspectives.</li> <li>• Prepares business cases which define potential benefits, options for achieving this benefit through development of new or changed processes and associated business risks</li> <li>• Plans own modelling activities, selecting appropriate techniques and the correct level of detail for meeting assigned objectives</li> <li>• Analyses business processes; identifies alternative solutions; assesses feasibility and recommends new approaches, typically seeking to exploit technology components.</li> <li>• Create informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvements.               <ul style="list-style-type: none"> <li>•Identify solutions and analyse requirements before acquisition or creation to ensure that they are in line with enterprise strategic requirements covering business processes, applications, information/data, infrastructure and services.</li> </ul> </li> <li>• Provides advice and guidance to database designers and others using the data structures and associated components</li> <li>• Develops models and plans to drive the execution of the strategy, taking advantage of opportunities to improve business performance.</li> <li>• Designs and manages tests of new/updated processes.</li> <li>• Specifies tests for whole life-cycle testing.</li> </ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"> <li>• Business Process Improvement •Business Modelling •Requirements definition and management •Information/Data analysis •Presentation •Professionalism •Integrity</li> </ul>



Detailed Curriculum Vitae, cover letter plus certified supporting documents should be hand-delivered at the BIPA Offices, PZN Building, 3 Ruhr Street, Northern Industry Area / P O Box 185 Windhoek. Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews.

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-2994400

Closing date for all applications is 25 September 2020