



## NATIONAL PENSION SCHEME AUTHORITY

### EMPLOYMENT OPPORTUNITIES

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The National Pension Scheme Authority (NAPSA) wishes to fill the position indicated below. Interested applicants who meet the required competences are encouraged to apply.

The successful candidate will be expected to have demonstrable competencies relevant to the respective job.

#### **1.0 Business Analyst – NC04 (Three Year Fixed Term Contract): Head Office (Re-advertised)**

##### **1.1 Main Purpose of Job**

The Business Analyst translates the business needs into technical capabilities and drives Joint Application Development (JAD) sessions in order to develop accurate business requirement specifications.

##### **1.2 Key Responsibilities**

- a) Develop project scope documents as assigned by supervisor to assist manage information on the project in order to assist deliver the project in a timely manner, within the expected quality standards and budgets.
- b) Develop Business Requirements Specifications (BRS) on the assigned projects to ensure the projects assist the IT directorate support the implementation of the NAPSA business strategy.
- c) Develop Technical Interface Design (TID) documents for the allocated delivery team to assist guide in the development process
- d) Develop Functional Requirements specifications for the development teams to ensure the systems developed support the administration of member funds efficiently and effectively.
- e) Assist in developing User Acceptance Testing test cases to ensure the systems developed are user friendly and

consequently fully utilised by NAPSA staff in the administration of member funds.

- f) Provide input into the development of the section strategy, work plan and budgets in order to support the IT directorate in the provision of support in the administration of member funds.

### 1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor's Degree in Computer Science or equivalent
- Relevant IT Certification
- Not less than four (4) years of relevant IT experience at a similar level in an organisation of similar size

#### TO APPLY

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration  
National Pension Scheme Authority  
Levy Business Park  
Church Road  
P.O. Box 51275  
**LUSAKA**

The closing date of receipt of applications is ***Thursday, 18<sup>th</sup> April, 2019.***

***Kindly note that only shortlisted applicants will be contacted.***

# BE SMART, SECURE YOUR FUTURE

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