

Project Employee : Systems Analyst
Project Name : Admissions and Registrar's Information Systems
Duration : 18 - 24 months
Reporting line : ICT Director

We are looking for a skilled system analyst to join our team on a project basis. As a System Analyst, you will be responsible for analyzing our current admission and registrar process, and our enrollment system (including other subsystems) to find any flaws or inefficiencies, and planning solutions to resolve all issues with the goal to improve overall admission and registrar process and to ensure long-term effectiveness.

Duties and Responsibilities:

- Defines application problems by conferring with management and employees; evaluating procedures and processes.
- Examine and analyze existing enrollment systems, procedures, processes, and gather and identify functional requirements.
- Implements information system requirements by defining and analyzing system problems; designing and testing standards and solutions.
- Develops solutions by preparing and evaluating alternative workflow solutions.
- Controls solution by establishing specifications and coordinating production with programmers
- Testing the new systems to validate that they are working as expected

Requirements

- Degree in Computer Science, Information Technology, Information Systems, or relevant field
- Strong analytical and problem-solving skills
- Excellent communication skills
- Great attention to detail
- Ability to work well in a team
- Prior experience as a systems analyst of at least 2-3 years or in a similar position is a plus