



## GENERAL

**Job Title:** Senior Officer – Business Analyst  
**Department/ Division:** Information Technology

**Number of Vacancies:** 1

## BASIC PURPOSE

The Business Analyst's role is to bridge between business needs and technology solutions. The resource analyze business processes, gather requirements, and work with IT teams to implement technology solutions that improve efficiency and meet business goals.

## MAIN DUTIES AND RESPONSIBILITIES

- Work with stakeholders to understand business needs and document functional and non-functional requirements.
- Identify inefficiencies in current business processes and recommend technology-based improvements.
- Collaborate with developers and IT teams to ensure systems meet business needs.
- Act as a liaison between business users and IT teams to ensure smooth implementation.
- Use data to support decision-making and evaluate system performance.
- Assist end-users in adapting to new systems and tools. Cultivate and disseminate knowledge of quality assurance best practices.

## KNOWLEDGE, SKILLS, QUALIFICATIONS & EXPERIENCE

### Knowledge

- Business Process Modeling – BPMN, UML, flowcharts
- Requirement Documentation – User stories, use cases, BRD (Business Requirements Document)
- Technical Knowledge – Understanding of databases, APIs, and system architecture
- Communication & Problem-Solving – Ability to translate business needs into IT solutions

### Skills

- System Analysis, Decision Making, Relationship Development
- Good numerical skills and an understanding of statistics

### Qualifications

- First degree in Business or ICT related Discipline; Knowledge of business modelling conventions

### Experience

- Minimum of 2 – 5 years experience

### To Apply:

Please submit your application quoting the Job reference and title on the subject field to: [TZRecruitment@equitybank.co.tz](mailto:TZRecruitment@equitybank.co.tz)

**Application Deadline: Monday 3<sup>rd</sup> March, 2025.**