

Job Description – Business Analyst

Designation	Business Analyst (Manager level)
Department	Impact
Location	Mumbai HO
Employment type	Employment contract
Report to	Impact Data Lead
Positions reporting to this role	None
Employment level	Middle

Version No:			
JD No.:		Version No.:	
Effective date:	August 2022	JD approved by:	Impact Data Lead

✓ **Organization Background**

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan, Madhya Pradesh, Uttar Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Job Description – Business Analyst

✓ Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within & outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

✓ Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

✓ Areas of Responsibility:

- Obtain a strong functional understanding of business processes, systems and data sets of all relevant business functions of the organization
- Involved in collecting, reviewing, analyzing, and managing system and user requirements from Business users/stakeholders/Subject Matter Expert
- Engage with end users spanning multiple business units and ensure cohesive articulation of business goals and processes to ensure an effective technological solution
- Develop a strong understanding of existing MIS solutions, the upcoming business requirement, its design and its correlation with the business
- Develop and document business specification (functional and data business requirements, process flows, use cases, workflow documents, Functional Specification Document, test plan, test cases etc.) for handing over to the system development team, ensuring clear and concise articulation of business requirements
- Review and analyze system specifications and perform impact analysis to identify gaps against the business needs and provide innovative solutions for fixing the gaps
- Involve in QA cycle User acceptance testing, training end user regarding application functionalities
- For any future enhancements, ensure that delivery of enhancements meets the requirements defines by the Business users’/stakeholders/SMEs and does not have a regression impact on the existing functionalities
- Provide guidance and support to L3 and below teams for the system for resolving system issues and assist with recreation of issues and effective identification of root-cause and ensure its permanent resolution
- Understanding of master data- creating and linking of the data with different business activities and ensuring smooth transition in case of any update in master data
- Provide training to the users in case of any new development/update of the technological solutions
- Responsible for the development of web and mobile based applications in coordination with the software development vendor and the internal team members.
- Manage admin related systems works in existing system solutions- User Access Management, Master modules management etc...

This document reflects the job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

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- ✓ **Liaise with (internal & external stakeholders)**
 - Internal: Operations, Program, IT and HR
 - External: Vendor- Software Development Team

- ✓ **Education Background:**
 - Minimum is a Bachelor's Degree in IT field or a related field of study.

- ✓ **Work Experience:**
 - Minimum 5 years of relevant work experience in Software development and management,
 - Minimum 3+ years' experience in data analysis, and Application testing

- ✓ **Skills Set:**
 - **Soft skills:**
 - Excellent communication skills
 - Critical & analytical thinking
 - Target driven
 - Interpersonal skills
 - Vendor management

- ✓ **Technical skills:**
 - Business Requirement Gathering
 - MS Office
 - Basic Knowledge on SQL server and .Net framework.
 - Basic knowledge of Android application development and Google play store privacy policy

- ✓ **Travel requirement:**
 - Willingness to travel up to 25% of the time at the State/district level in program geographies

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position"