

## POSITION DESCRIPTION

### REF 1102: BUSINESS ANALYST (NATIONAL OFFICE)

<b>Salary Scale</b>	Band 5 (\$27,520.00 - \$34,400.00) per annum	<b>Position Type</b>	Established [3 years]
<b>Structure:</b>	<b>Department:</b>	Corporate Services & Strategic Performance	
	<b>Sub – Section</b>	Strategic Planning	
<b>Reports to:</b>	Manager Strategic Planning		
<b>Location:</b>	National Office		

### About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

### Position Objective

This role is responsible for gathering, processing, analysing, and interpreting business data that assists the Manager Strategic Planning in successfully monitoring and/or delivering the Unit's outcomes. The incumbent is also responsible for business-process improvements. This role reports to Senior Business Analyst.

### Key Accountabilities

1. Effective business analysis support for WAF's strategic planning function provided
  - Emerging trends, as well as challenges that are relevant to the WAF strategic planning function, monitored, analysed and reported to Manager Strategic Planning
    - Effective collaboration with internal and external customers ensured to thoroughly understand information needs and functional requirements
    - Appropriate responses to effectively address emerging trends recommended for implementation
    - Technical solutions to address business challenges researched and developed
  - Thorough understanding and monitoring of WAF's business needs and evolving strategic objectives ensured
  - Well-informed recommendations provided and effectively supported by robust business information gathering, analysis and interpretation including through:
    - Robust interviews with internal and external customers
    - Document analysis
    - Site visits
    - Business process descriptions

- Cases & scenarios
  - Business analysis
  - Tasks and workflow analysis
  - Quality and timely delivery of the following ensured:
    - Activity and data modelling
    - Modern business method/model/case recommendations
    - Identifying best practices
    - Creation and/or assessment of performance measurements
    - Cost-benefit analysis for proposed systems
  - Process maps developed and documented and business continuity objectives supported
  - Policy development and refinement effectively assisted
  - Effective working relationship established with WAF business units, technology teams, support teams and other stakeholders and effectively utilised
2. Well informed management
- Timely, relevant and compliant reporting delivered
    - All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed
    - Robust and relevant periodic reports prepared and submitted as and when requested.
    - Manager Strategic Planning provided with useful information, business growth opportunities combined with robust analysis and interpretation, for the purpose of decision making
    - Ad-hoc information/reporting requests by superiors addressed in a timely manner
3. Teamwork and cooperation
- Cooperation within the team and greater function/department encouraged
  - Cooperation across functions / departments ensured
  - Collaboration and leadership to achieve relevant organisational targets and goals
  - Other related duties or project management assigned by Manager Strategic Planning, effectively and efficiently addressed
4. Organisational Values promoted and demonstrated at all times
- Support of the environment by aligning deliverables to organisational values and strategic directions ensured
  - Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

## Position Specification

### Competencies

#### **QUALIFICATION REQUIREMENT**

- The Applicant must possess a Bachelor's Degree in any Business Discipline or Engineering or Management or Public Administration with three (3) years of experience in Analysis (Quantitative & Qualitative), Research, Policy Drafting and Business Process Re-Engineering OR Diploma in any Business Discipline or Engineering or Management or Public Administration with five (5) ) years of experience in Analysis (Quantitative & Qualitative), Research, Policy Drafting and Business Process Re-Engineering.

#### **EXPERIENCE, SKILLS, & ABILITIES**

- Proven ability to analyse large data sets and analyse, research or query data using SQL
- Strong analytical and problem solving skills with an ability think strategically and holistically
- Proven ability to present, interpret, discuss or write about your conclusions, inferences and results
- Proven experience with process modelling and analysis tools
- Proven ability to carry out financial analysis to determine the viability of a proposed project
- Advanced knowledge of Microsoft Office Suite

### WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked "Confidential REF: 1102 – Business Analyst (National Office)" and should be received no later than **5pm on the 27<sup>th</sup> January, 2023** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building

**Emailed to:**

or [hr\\_recruit@waf.com.fj](mailto:hr_recruit@waf.com.fj)