

## MRA Job Description

<b>Job title: Assistant Systems Analyst</b>	<b>Section: System Design</b>
<b>Immediate supervisor: Team Leader</b>	<b>Department: Information Systems</b>
<b>Grade: 3</b>	

### **Purpose of job**

Provide analysis, design, programming, testing, support and maintenance to new and existing Information Systems including documentation in a large organisation.

### **Duties and responsibilities**

- Analysis, design, development, testing, support and maintenance of Information Systems
- Apply technical knowledge in proposing feasible solutions using up to date and innovative technologies to align with new exigencies of the organisation
- Maintain corporate intranet and other web applications
- Provide day to day complete help-desk support and basic training to end users
- Develop and maintain ad-hoc reports/queries
- Prepare both technical and user manuals
- Work closely with team members, end users, suppliers and other stakeholders
- Undertake other cognate duties as may be directed

### **Desirable Knowledge, Attitude and Competences**

- A proven track record in system analysis and design
- User focus and good interpersonal, communication and analytical skills
- Identifies and resolves problems in a timely manner
- Ability to work under pressure and tight deadlines
- Ability to demonstrate a team spirit and professional attitude in the performance of assigned tasks