GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES

Secretariat for Administration and Finance
Department of Information and Technology Services

Applications Business Process Analyst

Type of contract: Consultant

Start date: March 01, 2018

Duration: 10 months renewable

Deadline for Application: February 15, 2018

Remuneration: $5,000.00 per month

Description: The Applications Business Process Analyst is responsible to assist with the planning, analysis, review, testing and documentation of projects. The business process analyst acts as the liaison between business units and IT departments; completes business cases in support of projects; participates in or facilitates business process modeling and research efforts; and acts as a consultant and reviews all documents on project teams.

DUTIES AND RESPONSIBILITIES

- Defines application problem by conferring with clients; evaluating procedures and processes.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Controls solution by establishing specifications; coordinating production with programmers.
- Validates results by testing programs.
- Ensures operation by training client personnel; providing support.
- Provides reference by writing documentation.
- Competent to work at the highest technical level of all phases of applications systems analysis.
- Prepares detailed specifications from which programs will be written.
- Responsible for program design, testing and documentation.
- Under general supervision, modifies moderately complex applications programs from detailed specifications.
- Applies subject matter knowledge in the area of User Interface Design; requires capacity to apply skills/knowledge within the context of specific needs or requirements.
- Articulates, develops and models the end user experience including the visual design of the application, to make user interaction simple, efficient and consistent.
REQUIREMENTS

Essential:

- **Education:**
  - BS level degree in Computer Science, Engineering or related field, or certification from a technical education institution.
- **Language requirements:**
  - Excellent oral, writing and communication skills in English and Spanish.
- **Professional experience:**
  - Experience with data process modeling.
  - Possesses competent skills in design, development, documentation, debugging and support of the web applications and user interfaces.
  - In depth functional knowledge or hands on design experience with Web Services.
  - Collaborate with other team members, and stakeholders.
  - Completing project deliverables on project timelines.
  - Demonstrating solid organization and communication skills.
  - Problem solver, attention to details, fast learner, self-motivated.

Desirable:

- Expertise in any of the following is a plus: SharePoint, Web Services, K2.

APPLICATION

- An updated CV;
- A cover letter of no more than 250 words explaining why you are an ideal candidate for this position.

Please send the documents by email to: DOITS-CV@oas.org with the subject “Applications Business Process Analyst”. Applications will be received until February 15th 2018.