

JD SENIOR BUSINESS ANALYST

Location: Sunway Nexis, Kota Damansara (Onsite)

Availability: Candidates who can join immediately or within short notice are highly preferred.

Role Summary

The Senior Business Analyst will be responsible for leading business and system requirements analysis for a large-scale government digital and data analytics project. The role will work closely with business stakeholders, technical teams, data specialists and system developers to translate business, operational and analytical requirements into clear functional and system requirements.

The candidate must possess strong experience in business and system analysis, data analytics, dashboard and reporting requirements, data integration, and preparation of KRISA-compliant documentation for ICT system development projects.

Key Responsibilities

- Lead requirement gathering workshops, interviews and discussions with business users, business stakeholders, SMEs and technical teams.
- Analyse existing business processes, operational requirements, data sources and system workflows and translate them into structured business and system requirements.
- Prepare, maintain and manage project documentation in accordance with KRISA (Kejuruteraan Sistem Aplikasi Sektor Awam) requirements, including:
 - Business Requirements Specification (BRS)
 - System Requirements Specification (SRS)
 - Business process and functional requirements
 - Use Cases / User Stories
 - Data and integration requirements
 - Requirements Traceability Matrix (RTM)
 - Data migration and mapping requirements
 - System and User Acceptance Testing requirements
 - Supporting documentation required throughout the system development lifecycle.
- Work closely with Data Analysts, Data Engineers and AI/ML teams to define data analytics requirements, including:

- KPI and dashboard requirements
- Data definitions and business rules
- Data sources and data mapping
- Data quality and validation requirements
- Data aggregation and transformation requirements
- Analytical and statistical reporting requirements
- Trend and predictive analytics requirements.
- Translate complex datasets and analytical requirements into meaningful business indicators, dashboards, visualisations and management reports.
- Define requirements for integration and consolidation of data from multiple agencies, systems, APIs and external data sources.
- Perform data profiling and analysis to identify data gaps, inconsistencies, dependencies and business rules.
- Collaborate with UI/UX and development teams in defining dashboard layouts, visualisations, workflows and functional behaviour.
- Facilitate requirements walkthroughs and obtain stakeholder review, validation and sign-off.
- Maintain end-to-end traceability between business requirements, system requirements, development and testing.
- Support the preparation and execution of SIT, UAT and PAT, including test scenarios, acceptance criteria, defect clarification and requirements validation.
- Manage requirement changes and perform impact assessments throughout the project lifecycle.
- Ensure requirements and system deliverables comply with applicable Government ICT standards, KRISA, security, data governance and project documentation requirements.
- Act as the key liaison between business stakeholders, project management, data teams and technical development teams.

Required Qualifications & Experience

- Bachelor's Degree in Information Technology, Computer Science, Information Systems, Data Analytics, Business Information Systems or equivalent.
- Minimum 7 years of experience as a Business Analyst / System Analyst, preferably involving enterprise, government or large-scale ICT system implementation.

- Minimum 5 years of experience working with data-intensive, analytics, BI or dashboard-based systems.
- Strong practical experience preparing BRS, SRS, functional specifications, process flows, use cases/user stories and requirements traceability documentation.
- Hands-on experience or strong working knowledge of KRISA documentation is highly preferred.
- Experience in Malaysian Government / Public Sector ICT projects involving KRISA and/or PPriSA will be a strong advantage.
- Good understanding of data analytics, data integration, ETL processes, APIs, databases and data visualisation concepts.
- Ability to understand datasets and work with technical teams on data mapping, data validation, KPI calculations and analytical requirements.
- Experience with BI/dashboard platforms such as Power BI, Tableau, Grafana or equivalent is advantageous.
- Basic to intermediate SQL knowledge for data analysis and validation is highly advantageous.
- Experience working within Agile/Scrum and/or structured SDLC environments.

Key Competencies

- Business & System Requirements Analysis
- KRISA Documentation
- Business Requirements Specification (BRS)
- System Requirements Specification (SRS)
- Data Analytics & Business Intelligence
- Dashboard & KPI Requirements
- Data Mapping & Data Integration
- Requirements Traceability
- Business Process Modelling
- Use Cases & User Stories
- Stakeholder & Workshop Management
- SIT / UAT / PAT Support
- Data Quality & Validation
- Agile / SDLC
- Government ICT Project Documentation