



IT Business Analyst

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end Asia's dog and cat meat trade.

Soi Dog's Mission Statement is: "To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty".

For more information, please visit www.soidog.org

Job Summary

We are seeking a highly skilled and motivated IT Business Analyst to join our team. The ideal candidate will have a strong understanding of business processes and IT systems, and will be responsible for analysing business needs, identifying solutions, and ensuring successful implementation of IT projects.

Key Responsibilities

- Analyse business processes and identify opportunities for improvement.
- Gather and document business requirements from stakeholders.
- Translate business requirements into technical specifications for IT teams.
- Collaborate with IT and business teams to design and implement solutions.
- Conduct feasibility studies and cost-benefit analyses for proposed solutions.
- Develop and maintain project plans, timelines, and status reports.
- Facilitate communication between business and IT teams.
- Conduct user acceptance testing (UAT) and ensure successful implementation of solutions.
- Provide training and support to end-users.
- Monitor and evaluate the effectiveness of implemented solutions.

Required Qualifications

- Bachelor's degree in computer science, Information Technology, Business Administration, or a related field.
- 5+ years of experience as an IT Business Analyst or in a similar role.
- Strong understanding of business processes and IT systems.
- Experience with requirements gathering, documentation, and analysis.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Proficiency in Microsoft Office Suite and project management tools.

Preferred Skills

- Able to speak Thai and English
- Experience implementing major Finance systems such as NetSuite
- Experience implementing HR digital systems such as Bipo
- Experience with Agile or Scrum methodologies.
- Experience with data analysis and reporting tools (e.g., Power BI, Tableau).
- Certifications such as ITIL.
- The ability to work without direct supervision and be an effective team player
- Ability to prioritise effectively and manage a wide and varied case load
- Ability to take the initiative, remain calm under pressure, enjoy problem solving and the ability think on your feet

Location:

The post is based at Soi Dog Foundation's shelter in Mai Khao, Northern Phuket.

Type of Employment: This is a full-time paid post.

Five-day working week, 40 hours per week with two days off. The role will require flexibility to travel as and when required.

Benefits:

- 19 annual holidays (including Thai National Holidays 13 days) increasing with each year of service to a maximum of 25 days a year
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Housing Loan with GHB
- Uniform
- Training

HOW TO APPLY

Please send your CV, together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org.

Short-listed candidates will be notified by email.