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 DESCRIPTION

The IT Business Analyst will be responsible for bridging the gap between business needs and technology solutions. This role involves analysing business processes, identifying areas for improvement, and implementing IT solutions that enhance efficiency and effectiveness.

Key Responsibilities

- **Requirement Gathering**: Collaborate with stakeholders to gather and document business requirements
- **Process Analysis**: Analyse current business processes and workflows to identify inefficiencies and recommend improvements
- **Solution Design**: Develop and propose IT solutions that align with business objectives and requirements
- **Project Management**: Manage IT projects from inception to completion, ensuring timely delivery and adherence to budget
- **Stakeholder Communication**: Act as a liaison between business units and IT teams, ensuring clear and effective communication
- **System Implementation**: Oversee the implementation of new systems and enhancements, ensuring seamless integration with existing processes
- **Training and Support**: Provide training and support to end-users to ensure successful adoption of new systems

Skills and Qualification

- Bachelor's degree in information technology, Business Administration, or a related field
- Proven experience as an IT Business Analyst or in a similar role
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Proficiency in business analysis tools and methodologies
- Experience with project management and software development lifecycle (SDLC)

- High level communication skills and be able to produce documentation to a high standard. High attention to detail and be able to establish effective working relationships with external vendors and organisational representatives
- 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.