



## **Business Analyst – Project Manager**

### **Job Description**

<b>Location</b>	Sydney (Broadway) Flexibility for partial work from home
<b>Reporting to</b>	Head of Information Technology
<b>Travel</b>	Nil
<b>Supervising</b>	Nil
<b>Status</b>	[Full-time] 12 month contract
<b>Band / Grade</b>	C2
<b>Date:</b>	February 2022

### **Organisational Context**

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF provides assistance to populations in distress irrespective of race, religion, creed or political convictions.

The Australian Section of Médecins Sans Frontières was established in 1995 and is one of 21 sections, 24 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations and communicating on the needs of our patients. MSF Australia deploys over 100 field staff per year from Australia and New Zealand. The organization secures an annual revenue of AUD 90 million in untied funds. The Australia section hosts a Medical Unit in Sydney bringing specialized expertise in the field of Women's health and Paediatrics in support of our operations overseas.

### **Overall Responsibility**

Reporting to the Head of Information Technology, the Business Analyst/Project Manager will support all functions across the business in day-to-day operations, being the point of contact for optimising processes, managing projects and supporting with change requests and training needs. The role will also be a focal point for international projects and will act as a bridge between the MSF Australia and the rest of the global organisation.

### **Key Responsibilities**

- Understand priorities and strategies of departmental stakeholders;
- Identify opportunities to leverage information technology;
- Undertake feasibility assessment of IT initiatives and develop project briefs/charters;
- Keep a consistent roadmap for corporate services (FIN, FHR, DHR, MU, PU, FHR) according to local needs;
- Manage projects and change requests completion on time, scope and budget;
- Coordinate MSFA initiatives for the movement outside Australia and New Zealand;

- Make sure the local requirements are collected and validated by the Leadership Team in coordination with other local and global IT stakeholders; and
- Training and support of departmental users

## **Skills and Experience**

The ideal candidate will be someone who has the following key experience/capabilities:

- Minimum 5+ years in a similar role supporting all business units.
- Demonstrated competence in Finance and HR systems as a functional analyst or a Project Manager.
- Demonstrated project management skills.
- Knowledge of process analysis.
- Excellent interpersonal, communication and organisational

The business analyst/project manager is expected to undertake a variety of activities which will include, but not limited to: project coordination, prioritisation of project deliverables, workshop facilitation, leading requirements definition, development of user stories, refinement of analysis models and documentation of project artefacts.

## **Role Requirements**

- Develop business cases for change, including options analysis + feasibility.
- Provide/support the implementation of solutions by building relationships/partnerships with key stakeholders
- Identifying business needs; determining, defining, + documenting all findings in clear, easily understandable products.
- Driving collaboration with stakeholders and customers to understand needs
- Leading workshop facilitation, applying strong analytical business methods where required
- Working closely with technical teams and vendor partners to elicit non-functional requirements

The role involves approximately 50% Project Management + 50% Business Analysis, but this mix may change depending on the project engagement.

## **About You**

The successful candidate will possess:

- High level knowledge/experience in project management/business analysis techniques, processes, + methodologies. Formal qualifications and certifications preferred.
- High level knowledge and understanding of Finance, HR and business support systems, enterprise resource packages (ERP), dashboard reporting and analytics
- Ability to capture requirements using various tool sets.
- Adjust level of input, as the project moves through the various phases
- Ability to work on several competing project priorities simultaneously
- Ability to complete assigned tasks as specified by due dates
- Ability to work effectively as part of a global organisation in regionally dispersed, geographical areas

- Formal qualifications and certifications in Agile/Scrum frameworks (preferred).
- Demonstrated experience using Design Thinking Methodology (preferred)
- Educational background in Information Technology, Accounting or Business Administration (preferred).
- Covid-19 Vaccination Certificate
- Current right to work in Australia

In MSF Australia, we believe the following 5 values form the foundations of our culture – **Transparency, Respect, Understanding of Diversity, Stepping In and CollaboraTion.**

At MSF Australia we value T.R.U.S.T as an essential element to how we operate and believe that these organisation values flow from this trust that we build.

### **Applications**

Forward your resume and a cover letter to [OfficeRecruitment@sydney.msf.org](mailto:OfficeRecruitment@sydney.msf.org)

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, we encourage flexibility (in all its forms) and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, LGBTQIA+, people from other culturally and linguistically diverse (CALD) backgrounds and people with disabilities. People with a disability can request support from our Domestic HR Department if you think you may require reasonable adjustment during the recruitment process.