THE UNIVERSITY OF THE WEST INDIES
MONA
JOB OPPORTUNITY
Applications are invited from suitably qualified individuals for the post of

Functional Analyst II
Office of the Campus Registrar
Registry Information System (RIS)
ATS Group -Grade 9 MPN 103666

Duties and Responsibilities:

Reporting to the Head of Section, the successful candidate is expected to perform the following duties:

- ✓ Administer system based tables and master data for enterprise systems that facilitates the execution of the Registry's business processes
- ✓ Develops and conduct hands-on workshops/training as necessary
- ✓ Creates and maintain user manuals and job aids for the respective Registry business processes, and ensure that they are distributed to the relevant personnel
- ✓ Analyzes user requirements and prepare system specifications for development
- ✓ Conducts user acceptance testing and participate in the implementation of system functionality to ensure that the user requirements are met
- ✓ Identify business processes that may require modification and recommend solutions to improve their efficiency
- ✓ Generates MIS reports for stakeholders to include staff, HODs, Middle and Executive Management, to guide the decision making process
- ✓ Analyzes reports and/or validate data extracts to determine the data quality in the enterprise systems that facilitate the business processes, and recommend corrective action where necessary
- ✓ Assists in developing suitable methods to maintain control over the quality of input data for the enterprise systems that facilitate the Registry's business processes administration

Qualification and Experience:

- ✓ An Undergraduate degree in Management Information Systems (MIS) or Computer Science, or an undergraduate degree in Management Studies/Business Administration with a MIS or Computer Studies major
- ✓ Experience in the functional administration of Human Capital Management Systems and Student Administration Systems
- ✓ Experience in generating MIS reports using an enterprise reporting or an SQL

Competencies and Skills:

- ✓ Knowledge of System Development Life Cycle and Project Management Methodologies
- ✓ Familiarity and comfort with the use of Human Capital Management systems and Student Administration systems
- ✓ Good oral and written communication skills
- ✓ Ability to work with multiple priorities
- ✓ Proficient in the use of the Microsoft Office Suite
- ✓ Ability to work across functional lines and at various levels

For further particulars on The University of the West Indies, Mona, and the HRMD Mona, please visit **https://www.mona.uwi.edu/hrd/**.

Applicants are required to submit an application letter and a resume giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization). These should be sent by electronic mail to **hrmd.sed@uwimona.edu.jm** addressed to the Campus Registrar for the attention of the Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica. All applications must include the reference number **MPN103666** in the subject line. The final date for receipt of applications is **April 26, 2024** Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted.

The University thanks all applicants, however, only shortlisted candidates will be contacted.