

SUPERVISORY JOB DESCRIPTION

JOB TITLE : System Analyst	AGREED TO BY: -----
REPORTS TO : Computer Operations Manager	APPROVED BY: -----
DIVISION : Research and Information Systems	DATE EFFECTIVE: -----
DEPARTMENT: Computer Operations	
SECTION : -	

DESCRIPTION

I. ACCOUNTABILITY OBJECTIVE:

Responsible for analyzing the data processing needs of the National Insurance Scheme; to advise on solutions and recommend improvements and to develop appropriate systems and procedures for dealing with the management information of the scheme.

II. NATURE OF THE POSITION:

A. Characteristics of the position:

This position is responsible for gathering and analyzing information, for developing and modifying data processing systems and for translating the requirements defined through systems Analysis into logical, economical and practical system designs.

The Systems Analyst is also expected to prepare detailed specifications from which complete sets of programmes can be written. These specifications include flow-charts showing system linkage, data movement and resource requirement, document specifications for input handling , processing and out preparation for each system function, as well as file, report and input formats.

The Analyst is also required to specify methods for installing the systems designed and to guide such installations, evaluate the operational systems and recommend improvements.

B. Scope of the Division /Department:

Evaluating the system of computer operations and defining requirements for improving or replacing systems.

Guiding systems development and implementation activities thereby ensuring cost effectiveness of recommendations.

Working closely with personnel in problem areas to ensure that recommended corrective action is appropriate.

Performing interviews and other data gathering techniques with personnel in National Insurance Scheme so that proper specifications for systems improvement can be prepared.

Coordinating the activities of workers performing successive phases of problem analysis, solution outlining, solution detailing, programme testing and error elimination.

Advising on the type of A.D.P. equipment most suitable for the Organisation and directing and coordinating installation of systems, phasing, change over and the planning of parallel running of old and new data processing systems.

C. Principal Organisational Relationships:

This position relates to the following areas for the purposes stated:

AREA	PURPOSE
ALL DIVISIONS/DEPARTMENTS	To interview Personnel to structurally define the nature of problems and gather information relevant to the preparation of specifications and the development of systems for solving and testing departmental data problems.
	To determine the needs of the Users and to plan for the timely completion of projects determined.
	To define requirements for improving or replacing systems.
OPERATIONS MANAGEMENT & SCHEDULING PERSONNEL	To guide systems implementation activities. Sometimes acts as a Project Manager supervising other project Manager supervising other project personnel as required.
	To discuss systems security and control procedures.

D. Personnel Supervised by this Position:

This incumbent does not actively supervise any of the Computer Operations Department's personnel but has a close working relationship with the Manager, Computer Operations.

III. Principal Activities to Attain Accountability Objectives:

Consults with Management Personnel to ascertain specific output requirements from data-processing, such as items to be identified, degree of summarization permitted and format for presentation of results.

Designs and Specifies systems and methods for installing systems and supervises or guides their installation.

Studies existing data handling systems to evaluate their effectiveness and develop new systems to improve production or work flow as required.

Provides problem statement, proposes systems modifications and outlines new systems rationale and pertinent information flow with regards to proposed systems.

Specifies in detail, logical operations to be performed by various equipment units and/or comprehensive computer programmes and operations to be performed by Computer Operators and other personnel in system.

Brings developed systems or sub-systems into operational use and monitors them to ensure that results are in conformity with User's requests.

Evaluates performance of implemented systems in order to determine their efficiency and suitability.

Plans and **Prepares** technical reports, memoranda and instructional manuals relative to the establishment and functioning of complete operational systems.

MINIMUM EDUCATION:

A first Degree in Computer Science

MINIMUM EXPERIENCE: 3 years.