

JOB DESCRIPTION FOR A SYSTEM ANALYST

Aim of the position

- Determining the needs and possibilities of clients for the development of information systems, as well as modelling and designing information systems according to the tasks assigned by the immediate supervisor or project manager, his/her responsibilities and rights.

Main tasks, areas of responsibility and results

| Main tasks and areas of responsibility | Results |
|--|--|
| System analysis, mapping of clients' needs and possibilities | <ul style="list-style-type: none"> ▪ High-quality and feasible analysis meeting clients' requirements |
| Modelling information systems, compiling specifications and data models, creating prototypes | <ul style="list-style-type: none"> ▪ High-quality and feasible specifications, data models and prototypes meeting clients' requirements |
| Describing the interfaces of the system created (relations to existing systems) | <ul style="list-style-type: none"> ▪ Due performance of the contract/project and documenting them in accordance with the company's internal rules and regulations |
| Description of the components (user view, rights, etc.) required for designing the UI, processes and the system | <ul style="list-style-type: none"> ▪ Components, rights and user views described according to requirements |
| Compiling use cases (UC) / technical tasks | <ul style="list-style-type: none"> ▪ Use cases (UC) / technical tasks correspond to requirements |
| Creating, maintaining and developing client relations | <ul style="list-style-type: none"> ▪ Well-managed client relations and satisfied clients |
| Actual project management (assignment of tasks, coordination of activities and time schedule, coordination of activities and evaluations with clients, monitoring processes, monitoring performance and adherence to due dates, maintaining an overview of the project status) | <ul style="list-style-type: none"> ▪ Work results are submitted in due time and meet the quality requirements ▪ Motivated project team |
| Maintaining scope | <ul style="list-style-type: none"> ▪ The estimated realisation cost of the project does not exceed the budget |
| Testing more complex parts of the system | <ul style="list-style-type: none"> ▪ High-quality deliverable submitted in due time |
| Writing a user manual | <ul style="list-style-type: none"> ▪ User manual corresponds to requirements |
| Collecting ideas from clients for additional sales | <ul style="list-style-type: none"> ▪ |

ANNEX 1 TO EMPLOYMENT CONTRACT No./2011 (Contd.)

| | |
|--|--|
| Training the client and participating in the implementation process, if necessary | <ul style="list-style-type: none"> ▪ The client has an overview of the application and is able to use it ▪ Software is successfully deployed in the client's environment by deadline |
| Supervision of junior analysts, if necessary | <ul style="list-style-type: none"> ▪ Fast development and satisfaction of the junior analyst supervised |
| Participation in the development and implementation of system development methods applied in the company | <ul style="list-style-type: none"> ▪ Methodology, standard |

Rights

- With the consent of the project manager or senior analyst, to represent the company within the scope of his/her area of responsibility, while coordinating the communication pursuant to the company's standards and sending a copy of the communication to the project manager;
- To decide on solutions within the limits of the standards determined in the contract/project and established in the company;
- To receive information and training required for achieving his/her work results;
- To make proposals for the implementation of new methods, standards and tools;
- To be constantly informed of the decisions taken by the lead and project group, as well as of the status of the project

Responsibility

- Responsibility for the analysis phase and for managing the risks of project analysis;
- Obligation to preserve and protect the company's assets (including methodologies and licensed development tools);
- Obligation to observe data protection requirements established in the company;
- Obligation to use professional and business-related information received from the client and to observe the data protection requirements of the client in accordance with the contract concluded

Requirements for the position

- Higher education in the field (may be in progress);
- In-depth professional knowledge concerning the methods of system analysis and design;
- 1 year of previous professional experience in the field (or nine months of work experience in WM);
- Understanding of the business of the relevant field and knowledge of business analysis;
- Knowledge of the system, applications and technology used for creating the application;
- Knowledge of Enterprise Architect and Rational Rose;
- Command of CASE tools used in the company and orientation in modern system development methods;
- Ability to assess the value of tasks and justify it to clients (to explain why development took this amount of time);
- References from 1 senior analyst and developer for moving on to the next level;
- Initiative and drive to achieve set targets;
- Proactiveness;

- Excellent communication and negotiation skills both within the company and with external parties;
- Teamwork skills;
- Ability to learn and adapt fast

Language skills

- Official language skills on a level allowing oral and written communication;
- English skills on a level allowing oral and written communication;

Date:

Employer:

AS Webmedia

Employee:
