



We invite all suitably qualified candidates to apply for the post of **Business Analyst (GMG/SEG 3) (\$5,198,035-\$6,990,779) per annum.**

***Job Purpose***

To provide effective and efficient business analysis services.

***Strategic Focus***

- To ensure there is an effective and efficient application evaluation process.
- To conduct analytical research to enhance the application evaluation process
- To determine and provide resources needed for the establishment, implementation, maintenance, and continual improvement of the quality management system.

***Qualifications & Experience***

- Undergraduate degree in Economics with a minor in Business Administration or vice versa
- Pursuing an internationally recognized accounting designation (CPA, CMA, ACMA, CFA)
- Minimum of 7 years' experience in the Financial Analysis, Capital Budgeting, Economic Profitability Analysis of projects

***Job Specific Skills***

- Expertise in the manipulation and use of data to provide information and business insights to information consumers outside of the Finance Function
- Skilled in the analysis of company financial statements and in project analysis with a public-sector focus
- Sound knowledge of Microsoft Excel and the use of macros and pivot tables
- Experience using Visual Basic and or business intelligence tools would be an asset
- Excellent presentation skills

***Job Duties & Responsibilities***

**To ensure there is an effective and efficient application evaluation process**

- Conduct initial assessment of application proposals submitted to the Authority and provide analysis to the Application Review Committee or any other equivalent body.
- Conduct analysis of sub concession and sub-licensee applications submitted to the Authority and provide analysis to the Application Review Committee or any other equivalent body.
- Conduct analysis of zone user applications
- Identify urgent and critical issues that require escalation to legal counsel, senior management or other Unit heads, and promptly escalate those issues to Director of Stakeholder Relationship Management and/ Manager of Business Contracting.
- Provide input to the Legal Services Team for the drafting of master concession agreements.
- Identify criterion for the evaluation of business and development plans.
- Identify solutions for areas of concerns based on the business operations proposed by special economic zones entities.
- Assist in the preparation of business case studies for concept and ongoing development projects.
- Collate statistical and other data relevant to the Unit and the Authority's activities.
- Participate in performance reviews to improve the business analysis process.
- Conduct any other duties assigned from time to time by supervising officers.

***Control of Documented Information***

- Maintain documented information required by the International Standard to support the Authority's Quality Management System.
- Creation and the update of documented information such as the identification & description, format and review for suitability and adequacy.
- Ensure documented information are available and suitable for use and is adequately protected.

***Demonstrate Leadership and Commitment to the Quality Management Systems Policy***

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood, and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

Applications accompanied by résumés should be submitted **no later than Friday, 5 July 2024 to:**

**Director Human Resource Development and Management  
Special Economic Zone Authority  
13 Waterloo Road  
Kingston 10**

Email: [hrunit@jseza.com](mailto:hrunit@jseza.com)

**Please note that only shortlisted applicants will be contacted.**