



JOB TITLE: Project Business Analyst

Department: Research and Business Development

Location: FINCA Head Office, Dar es Salaam

Validity period: 04/09/2024 – 11/09/2024

The Project Business Analyst plays a crucial role in executing business initiatives and projects at FINCA Microfinance Bank (T) Ltd. This position is responsible for coordinating projects related to business operations, enhancing customer satisfaction, and building a sustainable customer base

ESSENTIAL DUTIES

- Collaborate with stakeholders to define project scope, objectives, deliverables, and success criteria.
- Develop comprehensive project plans, including timelines, milestones, and resource allocation, to ensure timely project completion.
- Continuously monitor project progress, address potential delays, and ensure milestones are met.
- Implement measures to ensure project deliverables meet standards and satisfy stakeholders.
- Properly maintain all project-related documentation according to the bank's standards.
- Ensure projects adhere to internal policies, regulatory requirements, and legal obligations.
- Document insights and recommendations from each project to improve future practices.
- Apply and maintain best practices in project management, optimizing processes for efficiency and scalability.

- Ensure well-documented project entry, execution, and closure, focusing on business cases and performance metrics.
- Oversee project schedules, resources, budgets, and task sequencing, ensuring quality control and effective communication with stakeholders.
- Monitor and analyse competitor activities to identify market differentiation opportunities.
- Assist in identifying trends, opportunities, and challenges, providing insights for targeted marketing campaigns.
- Gather and analyse customer feedback to develop products and services that meet their needs.
- Identify and prioritize growth opportunities, including partnerships and new market segments.
- Ensure marketing strategies align with product offerings for optimal market penetration.
- Work closely with the Marketing Manager and product development team to design and launch financial products.
- Continuously assess and enhance existing financial products to maintain competitiveness.
- Prepare detailed reports on business development activities, market conditions, and performance metrics.
- Maintain accurate records of business development activities, including customer interactions and strategic plans.
- Perform other tasks as assigned by the supervisor.

QUALIFICATIONS

- Undergraduate degree in Business Management, Banking, Accounting, Commerce, Technology, or a relevant field.
- Background in Information Technology is an added advantage.
- Business Analysis Certification is a plus.
- At least two years of experience in the financial sector.
- Proficient in English, both spoken and written.

COMPUTER SKILLS

- Advanced proficiency in Microsoft Office Suite.
- Intermediate proficiency in Microsoft OneNote.
- Experience with any Core Banking System.
- Comfortable with keyboard typing.

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