**SKILLS MAP - SENIOR SYSTEMS ANALYST**

**Sector:** Infocomm Technology  
**Track:** Software and Applications  
**Occupation:** Systems Designer/Systems Analyst

### Job Role Description

The Senior Systems Analyst modifies, enhances or adapts existing or proposed systems within an organisation with the purpose of improving business efficiency and productivity. He/she plans activities involving the examination and documentation of technical requirements for new solutions to be created and user needs analysis. He analyses the feasibility of new systems and enhancements to existing systems, translates technical requirements into system specifications and writes test cases. He develops documentation and guides for the use of new or enhanced systems. He manages analysis projects. He is open-minded and innovative in exploring new and alternative solutions to optimise systems. He is able to engage and support others in the team, and readily put forth his ideas in a clear and compelling manner.

### Critical Work Functions and Key Tasks / Performance Expectations

#### Identify business Needs
- Document needs and objectives, current operational procedures, issues
- Develop detailed user requirement documents
- Prioritise requests from multiple sources
- Propose prioritisation of user requests

#### Analyse systems
- Analyse systems and processes to identify enhancement opportunities
- Guide documentation of specifications and interfaces between systems
- Identify systems deficiencies and performance gaps

#### Develop solutions
- Identify options for resolution of system gaps
- Align systems design with the needs of the users
- Prepare solution design specifications
- Support the preparation of solution proposals
- Advocate technical compatibility and user satisfaction
- Conduct change impact analysis
- Document systems enhancements and detailed specifications

#### Manage project implementation
- Develop test plans and test cases
- Prepare test data to satisfy user acceptance test scenarios
- Document post-test evidence of expected results or defects
- Implement new systems
- Support planning of project timelines and resources needed
- Apply project management tools and processes to ensure project is cost-effective
- Prepare project status reports for stakeholders
- Follow best practices and frameworks for project implementation

### Technical Skills & Competencies

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<th>Generic Skills &amp; Competencies (Top 5)</th>
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### Programme Listing

For a list of Training Programmes available for the Infocomm Technology sector, please visit: [www.skillsfuture.sg/skills-framework/ict](http://www.skillsfuture.sg/skills-framework/ict)