**Job Title: Business Analyst -Part Time**

**Location: Nairobi**

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks recruit a part-time Business Analyst (Part-Time) to be based in ICAP Kenya (Nairobi).

**Overall function**

Reporting to the Project Director , the **Business Analyst** will contribute to the development, implementation, and management of automated solutions to harness disease surveillance data for ongoing surveillance of new and emerging infectious diseases across data systems for improved public health action. They will be mainly responsible for analysing software systems that are identified to participate in the SHIELD ecosystem, identifying areas for improvement, , and working with stakeholders to define requirements and specifications to guide development of ADAM, SHIELD and E-BRIDGE software system . The ideal candidate will have a minimum of 2 years of experience in software business analysis, with a strong understanding of software development methodologies, requirements gathering, and documentation. While the Business Analyst will report to Project Director, , he/she will work closely with members of the ICAP informatics team, US-CDC and DDSR M&E department at the Kenya MOH.

The Business Analyst will be required to use the WHO SMART Guideline approach and specifically utilise the Digital Adaptation Kit (DAK).

**Major Accountabilities:**

* Study and elicit the requirements from the client (MOH) and develop appropriate specifications to guide development of ADAM, SHIELD and E-BRIDGE. .
* Work with stakeholders to a complete DAKs for ADAM, SHIELD and E-BRIDGE as appropriate.
* Collaborate with software development teams to ensure that the software systems are developed according to the defined requirements and specifications as expressed in the relevant DAKs..
* Test and validate software systems to ensure that it meets the requirements and is functioning as intended.
* Investigate and evaluate new informatics tools and technologies through effective networking and participation in meetings; leverage new knowledge to adapt and improve existing data systems.
* Train and mentor MoH DDSR surveillance and M&E teams.
* Act as a liaison between business stakeholders and software development teams, ensuring effective communication and collaboration throughout the project lifecycle.
* Perform other related duties as directed.

**Education:** Bachelor’s degree in computer or information science/engineering, information systems/ technology, or related field required and professional certification in Business Analysis. Additional training in public health, health informatics, or health-related field is a plus.

**Experience, Skills, and Minimum Required Qualifications**

* Minimum of two (2) years of related experience in software business analysis, including experience designing and working directly with databases using large datasets.
* Strong understanding of software development methodologies, requirements gathering, and documentation.
* Proficiency with Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint).
* Excellent organizational and oral/written communication, and interpersonal skills.
* Strong critical thinking, analytical and problem-solving skills.
* Ability to work independently and in a team environment and manage various tasks under tight deadlines.
* Experience with WHO’s SMART Guidelines.
* Excellent attention to detail

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment based on race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation or any other legally protected status.