



ONE Software Company Limited

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Job Description: Business Requirements Analyst / Technical Writer

Job purpose

We are looking for a Business Analyst to provide high-quality requirements analysis for the initial projects that we are contemplating as pilots for the ONE-VIOS ecosystem. Initially the role would also require skills as a Technical Writer to produce high-quality documentation that contributes to the overall success of our products. You will join a team including developers, managers, and usability experts to ensure that demonstrations, pilots and full product suites are delivered to a high standard and meet the requirements of the organisations implementing them.

As a Technical Writer, when a new technical challenge rises to the forefront, you are there to define it with your clarifying pen (or keyboard, more likely). You might have a background as a developer, and write as a hobby; or perhaps you're an experienced communicator who loves digging deep into code. One thing is for certain - you are passionate about helping developers do amazing things.

As a Business Analyst, you will work with government, multi-national and national organisations of all types to deliver the required structures for the development team to deliver the solutions necessary. You will have a technology background and understand how to manage clients and their expectations. You will also have hands on role in managing the quality control aspects of the final products in the early stages, so experience in overall project management would be useful.

Main responsibilities

- Work with internal and customer teams to obtain an in-depth understanding of the clients requirements.
- Analyse existing systems and develop strategies with the development team to integrate these solutions into the ONE-VIOS ecosystem.
- Create and maintain the appropriate documentation and liaise with clients

throughout the project.

- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements.
- Analyse existing and potential content, focusing on reuse and single-sourcing opportunities
- Create and maintain the information architecture.
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.
- Write easy-to-understand user interface text, online help and developer guides.
- Edit, clarify, and proof-read documents written by others, and coach non-writers on ways to improve their writing skills.
- Create tutorials to help end-users use a variety of applications.

Required skills

- Proven working experience in requirements analysis at government and corporate levels with a focus on software development.
- Proven working experience in technical writing of software documentation.
- Ability to deliver high quality documentation understandable by technology developers.
- Ability to quickly grasp complex technical concepts and make them easily understandable to software developers.
- Excellent written and oral skills in English.
- Strong working knowledge of Microsoft Office.
- Basic familiarity with the software development.
- Strong working knowledge of Microsoft Office.

Minimum qualifications

- BA/BSc degree or equivalent practical experience.
- 3+ years of relevant experience in a Business Analyst role.
- Industry standard methodologies and technologies for documenting the requirements.
- As a Technical Writer you would have experience in product documentation, or online publishing including experience with writing technical customer-facing materials.
- Experience with source code written in Java.

Preferred qualifications

- 5+ years of relevant Business Analyst work experience
- Relevant work experience, including experience researching and writing excellent documentation for developers (APIs, SDKs, web technologies).
- Experience in producing relevant information drawings.

- Ability to manage multiple competing priorities in a fast-paced, constantly changing environment.

Salary and earnings

To be negotiated based upon experience and qualifications.