

Job Description

Job Title: Technical Analyst

Location: New Delhi

Employment Type: Contract

Reports To: Head - IT

Position Overview

The Technical Analyst will be responsible for analysing, designing, and implementing software solutions that support our programs and initiatives. This role requires a blend of technical expertise, analytical thinking, and a passion for social impact. The successful candidate will work closely with various teams to translate organizational needs into robust, scalable software applications that enhance the effectiveness of our services.

Key Responsibilities

- **Requirement Analysis & Documentation:**
 - Collaborate with program managers, stakeholders, and end-users to gather and analyse functional and non-functional requirements.
 - Document technical specifications, workflows, and system architectures to guide development efforts.
- **Software Development & Implementation:**
 - Assist in the design, development, testing, and deployment of software applications in various domains as per organization's needs.
 - Continuously improve the existing applications based on the feedback from stakeholders and user groups on their pain areas and changing requirements
 - Ensure solutions adhere to industry best practices, data security standards, and compliance requirements.
- **Technical Support & Troubleshooting:**
 - Provide ongoing technical support for existing applications, including troubleshooting and resolving issues.
 - Monitor system performance and implement enhancements as needed.
- **Collaboration & Communication:**
 - Work closely with cross-functional teams (e.g., IT, program management, and external vendors) to ensure seamless integration of systems.
 - Present technical findings and project updates to non-technical stakeholders in a clear and concise manner.
- **Continuous Improvement:**
 - Stay up-to-date with emerging technologies and industry trends to recommend and implement innovative solutions.
 - Contribute to the development and improvement of internal processes, tools, and methodologies.
- **Documentation & Training:**
 - Develop and maintain comprehensive technical documentation for systems and applications.

- Conduct training sessions and provide technical guidance to staff as necessary.

Qualifications

- **Educational Background:**
 - Bachelor's degree in Computer Science, Information Technology, or a related field.
 - Relevant certifications (e.g., ITIL, Agile, or specific programming languages) are a plus.
- **Experience:**
 - Proven experience of 5+ years preferred, with at least 2+ years as a Technical Analyst or similar role.
 - Demonstrated experience in software development, system analysis, and project management.
 - Familiarity with the full software development lifecycle (SDLC) and Agile methodologies.
- **Technical Skills:**
 - Proficiency in one or more programming languages (e.g., Python, Java, JavaScript) and familiarity with modern frameworks.
 - Experience with database management systems (SQL/NoSQL) and data analysis tools.
 - Knowledge of system integration, APIs, and cloud-based services is desirable.
- **Soft Skills:**
 - Strong analytical and problem-solving abilities.
 - Excellent communication skills, with the ability to explain complex technical concepts to non-technical audiences.
 - Detail-oriented, organized, and capable of managing multiple projects simultaneously.
 - Any exposure to or understanding of social sector organization will be an added advantage. A passion for social impact and an understanding of community and children welfare challenges.

Interested candidates please send your cv at:- contact@pmspl.net.in