



EDPS Systems Ltd., a prestigious IT company in providing quality contract manpower to Government and major corporations, is urgently looking for high calibre professionals.

Systems Analyst (SSADM/ Vendor Management/ Procurement/ Government)

Reference no.: EDPS – PO21012204

Responsibilities:

Contract to a government department to support and monitor the IT projects of Oral Health Education Division.

- Assist the Management Team of the Oral Health Education Division for the following tasks:
 - Ensure the project produces the required deliverables within time, budget, quality, scope, risk as well as results that achieve the benefits defined in the business case;
 - Prepare project management deliverables, obtain feedback from the PAT and get the PSC's endorsement;
 - Monitor, control, and update as appropriate the various components of the Project Management Plan throughout the project lifecycle;
 - Review and oversee maintenance of records regularly; delegate updates of records to the Project Administrator where appropriate;
 - Work closely with the project team (user side and contractors' side) and monitor the overall project schedule, progress and report to PAT and PSC on a regular basis;
 - Assist users to conduct various procurements and prepare corresponding procurement specifications;
 - Assist users to review and verify all deliverables and documents from the contractors to ensure all items (including hardware, software and documents) are up to acceptance standard; and
 - Document review including design specifications, test plans, administration manual, operational manual, training manual, user manual, security risk assessment and audit reports, etc.

Requirements:

- Degree/Higher Diploma holder in Information Technology/Computer Science or equivalent;
- Minimum 7 years of post-qualification relevant IT experience;
- Minimum 2 years experiences as Systems Analyst or similar capacity;
- Minimum 2 years of consolidated experience in analysis, design, development and implementation of IT systems;
- Minimum 3 years of experience with Government IT standards and methodologies SSADM and PRINCE;
- Minimum 3 years of experience in working with/in the Government;
- Minimum 1 year of experience in Government Procurement Procedures;
- Minimum 2 years of experience in vendor management;
- Strong team player and capable to work under pressure independently and proactively; and
- Excellent interpersonal, communication and time management skills.

Interested parties please send detailed resume with present/expected salary to HR Department.

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Tel: 2838-6813

Fax: 2838-6776