



Business Analyst

Vacancy #:	7326
Unit:	Institutional Performance Management and Evaluation Unit (IPME)
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Nepal Country Office, Kathmandu, Nepal
Reporting to:	Performance and Accountability Specialist
Work percentage:	100%
Grade:	P1
Expected start date:	01 September 2025
Type of contract:	Fixed-term (23 months with possibility of renewal)
Closing date:	28 July 2025

BACKGROUND

The Institutional Performance, Monitoring and Evaluation Unit (IPME) is a team situated in the Corporate Services under the Chief Operations Officer. The unit's purpose is to support IUCN's strategy and programme execution at all levels. As such, it drives greater accountability, performance, assurance and overall organisational effectiveness.

As the organisation's centre of expertise and excellence on programme, portfolio and project management, strategic planning and implementation, performance management, assurance, and risk management, the unit leads on these functions from establishing normative and operational frameworks to ensuring their optimal implementation. The unit is therefore the custodian of many IUCN policies, normative/operational frameworks and guidelines. It is responsible for ensuring their relevance to institutional needs through continuous monitoring, improvements and change management. It ensures that owned policies and frameworks are appropriately implemented by monitoring their respective level of compliance, making continuous improvements, and providing direct support and capacity building to relevant IUCN staff.

The unit takes a holistic approach by addressing staff skills, mindsets, and behaviours alongside processes, methodologies and tools through the use of business analysis, solution development and monitoring and evaluation. Through the development of performance and assurance management capability, the unit assists IUCN in achieving greater impact.

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The unit's purpose is to support IUCN's strategy and programme execution at all levels. As such, it drives greater accountability, performance, assurance and overall organisational effectiveness by developing and implementing new and improved business capabilities.

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The Business Analyst role will support the Performance and Accountability Specialist in identifying and preparing the business requirements for the new Grant Management System. This entails working as part of a team that establishes the necessary policies, processes, practices and tools that empower staff to contribute to improving institutional performance and ensuring a robust assurance framework for grant management.

JOB DESCRIPTION

- Support ongoing development of the IUCN Grant management system and procedures.
- Support the identification of business requirements.
- Support the product backlog item preparation.
- Support the agile software development process in close collaboration with developers.
- Support testing of the solution, including user acceptance testing.
- Support the change management efforts for the successful roll-out of the solution.
- Support the documentation around policies, procedures, knowledge base, etc.

- Support the service desk.

REQUIREMENTS

- Education:
 - Degree in business and administration, computer engineering or any other relevant field.
 - Business analysis certification (e.g. CCBA, CBAP) is desirable.
- Experience:
 - At least 5 years' practical, hands-on experience in business analysis for business solutions.
 - Knowledge and understanding of grant management desirable, especially in the international development and/or conservation sector.
 - Experience in an international, multi-cultural working environment desirable.
 - Experience working with product backlog items.
 - Experience with SCRUM.
- Skills and competencies:
 - Strong project management skills; proven track-record in accompanying organisational change.
 - Good business process mapping skills.
 - Solid team player; confirmed capacity to work transversally.
 - Proactive and results-oriented; solid ability to prioritise
 - Strong analytical and organisational skills; thorough and precise.
 - Adept at collecting, synthesizing, interpreting, and summarising information.
 - Sense of initiative and ability to critically examine issues and find constructive solutions.
 - Ability to work independently and remotely.
 - Excellent oral and written communication skills in English.
 - Excellent presentation skills.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/7326>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <https://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 16,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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