



VACANCY ANNOUNCEMENT

Position Title: Consultant – Business Processes Analyst

Location: Nairobi, Kenya

Contract Type: Consultancy

Languages Required: English; French is an added advantage

Expected Start Date: Immediate

Contract Duration: 6 months

Job Purpose

The Consultant – Business Processes Analyst will support ongoing business processes reengineering initiative.

The ideal candidate will have a strong IT background in banking or investment operations, with extensive experience in project management, system implementation, and business analysis.

Key Responsibilities

Operational Efficiency and Process Improvement

- Support review and development of process maps, policies and procedures manuals, and other documentation for business processes.
- Update, implement and maintain a record of all processes and procedures.
- Collaborate with end users to observe processes and understand business requirements.
- Assist in gathering and analysing data related to business processes and performance metrics.

Digital Transformation Implementation

- Support execution of the digital transformation roadmap.

- Collaborate with IT and business units to adopt digital platforms and systems.
- Develop and maintain dashboards and reports.
- Assist in the development and implementation of low-code automation solutions to optimises business processes.
- Assist in creating and documenting the resulting business requirements of future technical solutions.

Competencies

Qualifications

- Bachelor's degree in Computer Science, IT, Information Systems, or a related field.
- Experience in developing automations on low-code platforms (e.g., Power Platform, SharePoint or any programming language) is a plus.

Technical Experience

- Good background in business process analysis and mapping.
- Good understanding of IT
- Knowledge of lean/six sigma or similar methodologies is an advantage.

Skills

- Self-driven and open to learning new skills
- Analytical thinking and problem-solving.
- Proficiency in digital and data platforms.
- Strong communication and interpersonal abilities.

Remuneration

The consultant will be compensated on a milestone-based fee structure.

Application Process

Interested candidates should send:

- A motivation letter detailing their suitability for the role.
- A comprehensive CV.

Email to: hr@shelterafrique.org

Subject line: Short Term Consultant - ICT

Deadline: 25th March 2026

Only shortlisted candidates will be contacted.