ROLE PROFILE

Position Title: Senior Analyst Business Planning	**Reporting to:** Assistant Director Technology Planning
Business Unit: Technology	
Division: Technology Planning & Projects	**Department:** Technology Business Planning

A. ROLE AND CONTEXT

Purpose:	**Functional Context:**
This role is responsible for supporting the CTO and other L2 managers in preparing, monitoring and updating the business plans, forecasts and annual budget and maintaining the BU scorecard.	The Technology Unit within Ooredoo is the backbone of the organization providing all technology services which enable Ooredoo to deliver its services to its customers across all technology platforms, 24/7/365. In other words, it's responsible for the management of all Ooredoo networks, technology infrastructure/ platforms and processes to achieve fast time-to-market, high operational efficiency, and support product/ service innovation, and ultimately drive the financial performance of Ooredoo. The department provides support in the business planning and monitoring function ensuring the Chief Technology Officer within the BU has a sound understanding of progress against agreed KPI's& Budget. Prepares the annual technology budget for Technology BU in collaboration with all other departments in the business unit

B. ROLE ACCOUNTABILITIES

- Assists in the preparation of the business plan of Technology BU in consultation with other Technology units and collaboration with Technology Strategy covering CAPEX, OPEX and Head Count.
- Supports the approval of CAPEX and OPEX Budget by providing detail initiatives, scope, and justification.
- Assists in the preparation of the annual budget by consolidating budget proposals from all Technology BU divisions and communicate / monitor budget variance in consultation with other units of Technology BU covering CAPEX, OPEX and Head Count and Coordinating with other BUs for their requirement/demand forecast.
- Supports the department to run the Ooredoo annual budgeting process and obtain allocation for Technology BU overall budget.
- Coordinates with relevant Ooredoo units to obtain budget approval for Technology projects.
- Conducts independent variance analysis on ongoing basis for Technology BU budget and generate variance reports.
- Supports preparation of the BSC in coordination with Ooredoo Strategy & Technology BU department heads.
- Cascades the scorecard to all Technology-BU departments in concurrence with BT and HODs.
- Assist in monitoring KPI's for the BU as per the annual operating plans, consolidating this information for reporting purposes.
- Participates in preparation of Business cases.
- Assists Asset Management to carry out asset capitalization.
- Validates GRN and follow up of GRN.
- Follows up of inventory obsolescence.
- Supports project managers in project planning and calendarization of project cost.

C. SCOPE AND INTERACTIONS

Direct Revenue Responsibility: No	**Primary Interactions (Internal/External)**

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Direct Budget Responsibility: No Direct People Management Responsibility: No	Internal Relationships: Cross Functional	External Relationships: Vendors Business Partners

D. KEY PERFORMANCE INDICATORS (KPI)

- Internal customer satisfaction
- Business Plans developed on time to the required standard across the BU
- Timely preparation of the Annual Budget
- Timely reporting of BU Scorecard

E. EXPERIENCE, QUALIFICATIONS AND SKILLS

Minimum Experience, Essential Knowledge & Skills	Minimum Entry Qualifications
5 years' experience in a similar role. Relevant experience in engineering, IT and telecom in the Telecommunications industry	Bachelor's Degree or Computer & Communications or Similar **Preferred Certifications / Other Qualifications** Any relevant certifications

Technical Competencies	Required Level	Behavioural Competencies	Required Level
BUDGETING & PLANNING	Intermediate	Customer Focus	Advanced
MANAGEMENT REPORTING	Basic	Creative Thinking	Advanced
STRATEGY ALIGNMENT & IMPLEMENTATION	Basic	Quality and Continuous Improvement	Advanced
TECHNICAL TRAINING	Basic	Promoting Teamwork	Advanced

Competency Level (Reference Range)	Basic	Intermediate	Advanced	Expert
	Low >-------------------------->----------------------->---------------------->High			

Senior Analyst Business Planning-5131