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DIGITAL GOVERNMENT COMMITTEE

1. Message to Candidate

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At Digital Government Committee, we are dedicated to building citizen trust through innovative digital solutions that not only empower communities but also contribute to the development of our country. We aim to put our country on the world map by delivering advanced, impactful digital products and services. By joining us, you will play a crucial role in creating transparent, reliable solutions that shape the future of our nation and strengthen public confidence. **Together, we can build a better tomorrow and elevate our country's presence on the global stage.**

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2. General Information

Organization	Digital Government Committee
Job Title	Business Analyst
Level	-
Location	DGC Olympia
Employment Type	Full time
Salary	Negotiation

3. Role Summary

Business Analyst is responsible for driving the strategic direction, assessment, and successful implementation of high-impact projects and products within the Digital Government Committee (DGC). This role combines strategic foresight with hands-on business analysis to ensure projects align with national digital transformation objectives, meet stakeholder needs, and deliver measurable public value. The position involves conducting in-depth assessments, feasibility studies, and market analysis; translating strategic goals into actionable implementation plans; and applying Business Process Automation (BPA) and Design Thinking methodologies to design, refine, and deliver solutions. The role works closely with executive

leadership, cross-functional teams, and government stakeholders to ensure initiatives are scalable, sustainable, and user-centric.

4. Key Responsibilities

Strategic Planning & Feasibility Assessment

- Develop and maintain project and product roadmaps aligned with Cambodia's digital government vision and organizational priorities.
- Conduct feasibility studies, risk assessments, and cost-benefit analyses to validate project viability.
- Perform market and policy research, benchmarking against regional and international best practices.
- Anticipate political, economic, and regulatory challenges that may impact project delivery.
- Define go-to-market and rollout strategies for public-facing digital services.

Business Analysis & Process Optimization

- Lead stakeholder engagement through interviews, workshops, and persona mapping to capture business needs, pain points, and expectations.
- Document business requirements with precision to minimize scope changes and rework.
- Translate business and user needs into functional and non-functional requirements using process diagrams, user stories, and acceptance criteria.
- Apply BPE and Design Thinking to streamline workflows, prototype solutions, and validate concepts with end users.
- Analyze current-state vs. future-state processes to ensure efficiency, scalability, and long-term sustainability.

Collaboration & Delivery

- Partner with executives, project managers, and delivery teams to ensure alignment between strategy, requirements, and delivery.
- Coordinate cross-ministry collaboration for integrated service delivery (e.g., Verify.gov.kh)

- Ensure smooth execution of rollout plans, including stakeholder readiness, training, and adoption strategies.
- Report regularly to leadership on progress, risks, and recommended actions.

Skills & Competencies

- Strategic Planning & Policy Alignment
- Business Process Engineering & Design Thinking
- Stakeholder Engagement & Change Management
- Requirement Elicitation & Documentation
- Feasibility & Impact Assessment
- Data Analysis & Insight Development
- Cross-functional & Cross-ministry Collaboration
- Agile Project Management

5. Qualifications

- Bachelor's degree in Digital Business, IT, MIS or related field.
- 3+ years in project/product strategy, business analysis, or consulting.
- Knowledge of business process modeling tools and techniques.
- Experience with requirements gathering methodologies and documentation.
- Ability to convert business requirements into functional and technical specifications.
- Knowledge of Agile and Waterfall project management frameworks.
- Experience with Business Process Automation (BPA) or Design Thinking Framework is a plus.
- Certification in Business Analysis or Agile methodologies is a plus.
- Strong analytical, communication, and interpersonal skills.
- Strong documentation and analytical skills.

6. How to Apply

- Please submit your CV and required information through the form below.

<https://form.gov.kh/666e65d67e60fe0012cf6edc>

7. Contact Person

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 <https://dgc.gov.kh>

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