

Required Services

Title	Business Systems Test & Support Manager
Localisation	This is a 100% role for SDA. It is anticipated that 50% of the work will be performed in SDA Headquarters, Brussels – Belgium.
Duration	Commencing as soon as possible
Accountable to	Manager Business Systems & Processes in the Finance, Partnerships & Corporate Services Directorate (FPS)
Accountable for	SDA's Business Systems testing activities
Scope	This role supports the Manager Business Systems and Processes in performing testing activities and seeking opportunities for optimisation within the Business Systems team.
Main Accountabilities	<p>Tasks include but are not limited to:</p> <p>Test-Management:</p> <ul style="list-style-type: none"> • Document and execute test cases for critical business processes within the SDM (e.g. the ASR process) • Document and execute test cases for new Change Requests related to the SDA IT systems • Create incidents for negative test results and follow up on error correction with third party suppliers • Analyse test requirements and possibilities to automate specifically critical test cases <p>Business Systems Management Support:</p> <ul style="list-style-type: none"> • Support in requirements engineering for existing SDA IT Systems • Support in updating training materials to explain envisaged system changes • Support in different activities to ensure data accuracy within the SDA IT systems
Competencies	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required:</p> <p>Essential</p> <ul style="list-style-type: none"> • IT related bachelor's degree or equivalent • Consulting experience in a technical environment • Demonstrated test and test automation experience • Experience in documenting user requirements for implementation by software suppliers or internal parties • Fully proficient in Microsoft Office skills (Word, Excel, PowerPoint, Outlook, SharePoint; Visio, Microsoft Project) • Strong team player demonstrating maturity and respect when dealing with people at all levels, and leadership qualities when necessary • Excellent verbal and written communication skills in English language <p>Desirable</p> <ul style="list-style-type: none"> • Further languages would be a benefit, particularly French and German. • A test management certification would be beneficial • Experience in a multi-cultural work environment

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| | <ul style="list-style-type: none">• Experience in the aviation industry is preferred |
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