

**Position Title:** Senior Functional Test Analyst  
**Position reports to:** Microsoft Development Manager  
**Direct Reports:** N/A  
**Office Location:** Adapt IT Durban Campus

### PURPOSE OF THE POSITION

We are looking for a motivated, dynamic individual to join our Software Development team. The role entails working on a wide range of products including Web, iOS and Android. The ideal candidate needs to be on a Senior Level tester. The candidate should be able to learn new technologies fast and must be able to keep to timely deadlines and targets.

To make it in the team, you need to be a highly motivated, innovative individual and have the ability to interpret and perceive requirements, work independently and get the job done.

Candidate responsible for creation, execution and maintenance of test plans, test cases, within a mature SDLC process.

### PRIMARY RESPONSIBILITIES FOR THE ROLE

The responsibilities of this role will include but not limited to the following:

- Review requirements, specifications, user documentation, help files, and other project documentation to assure quality of the products and tests to be developed; i.e., perform manual static testing.
- Use risk-based testing techniques to develop, maintain, and execute test suites for various Software.
- Ensure proper version control and configuration management of all test objects developed and test environments used.
- Implement and develop test practices for both web and windows applications.
- Design and create test scripts to address areas such as database impacts, regression testing, negative testing, retests, or usability in preparation for implementation.
- Work with the Test Manager and colleagues to continuously refine the process and strategy associated with automation.
- Work as part of a sprint team to ensure project success and individually to continuously improve testing process.
- Proactively interact and partner with developers, product owners, test manager and other test analysts to identify best test strategies in order to support testing product functionality
- Develop, document, and communicate test plans, test closure reports, guides for ensuring quality software systems.
- Plan test schedules or strategies in accordance with project scope/delivery dates.

- Testing in both waterfall and agile environments, develop and execute test scripts where required.
- Develop Software Test Specifications, test reports and validation protocols for unit, integration and performance testing.

#### Creates Test Plans

- Converts the development requirements and design documents into a set of testing plans (cases and scripts), which will be used to verify that the system meets the client needs.
- Obtains approval on test plans from the core project team.
- Implements usability and technical test plans as part of the project plan.
- Compiles all test cases, test scenarios and test plans in accordance to the approved functional specification and system design specification.
- Sets up the system testing environment to ensure all system functionality can be tested to ensure the system operates in accordance to the agreed requirements.

#### Executes Test Plans

- Conducts testing and follows testing checklists according to the established test plans.
- Identifies and documents system deficiencies and recommends solutions to the development team.
- Validates and verifies system requirements and technical design specifications through identifying and reporting software defects.
- Documents and communicates any bugs/ issues to the development team.
- Retests all bugs and at times may be required to conduct a full system test once development team has implemented a solution to the initial bugs logged.
- Identifies types of errors according to priority.
- Ensures that the system test is signed off by the Business Analyst and Project Manager.
- Conducts informal system test after the UAT test results have been documented.

#### Manage testing throughout SDLC

- Reviews and assures user requirements according to the client requirements.
- Ensures that the business solution meets the clients' objectives, is thoroughly tested and implemented smoothly according to the project plan.
- Works closely with Business Analysts to ensure knowledge of products and future enhancements is up to date and comprehensive.

Builds rapport with clients through contact and proactive approaches through UAT processes

## MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

### Knowledge

- Ability to understand business and functional requirements and to map them to test cases.
- Strong understanding of manual/functional testing process.



- Experience testing in an Agile software development process and environment.
- Experience with documenting test plans for acceptance, regression, functional, and stress testing.
- Understanding of configuration management and version control.
- Basic SQL query design (Stored Procedures and Triggers) and relational database testing.
- Experience with defect tracking process.
- Good practical understanding of software validation methodologies.

### Skills

- Interact directly with developers and rest of the team to resolve test issues and application enhancements during the SDLC.
- Effective communication skills for both technical and business audiences.
- Able to take initiative and contribute to overall development of good software testing practices and processes.

### Education & Qualification

- IT related BSc/BCom/NDiploma
- ISTQB Certification
- MCSA: SQL Server - Querying Microsoft SQL Server 2012 (Exam 70-461), will be an advantage

And any of the following:

- ISTQB Technical Test Analyst (CTAL)

### Relevant Experience

- A minimum of 5+ years software testing experience
- Experience of testing end to end solutions
- Risk based testing and test prioritisation (Risk identification, assessment, mitigation and management)
- Application of testing principles and techniques
- Database testing, Web service testing
- Exposure to load or performance testing
- Exposure to mobile application testing
- Experience of source control systems and configuration management
- Working knowledge of MS SQL will be an advantage
- Experience in test automation will be an advantage
- Previous development experience will be an advantage

### Exposure to Tools:

- TFS, VSTS or similar tools will be an advantage

Contact Person: [Quraisha Moola](#)

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