

VACANCY

Job title:	Data Analytics Officer – WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Data Analyst will have overall responsibility of coordinating creating and maintaining databases and analytic dashboards. He/she will also coordinate funder and DoH reporting
Location:	Tshwane
Closing date:	23 November 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

Key performance areas

- Oversees data collection and ensures submission timelines are adhered to
- Support data-warehousing, reporting, and analytics platforms
- Support database and datasets creation.
- Gives guidance and support to the data management team regarding databases and datasets maintenance
- Creates and validates datasets and ensures clean usable datasets are available to staff
- Ensures data is archived
- Pulls and integrates data from disparate sources
- Evaluates and processes raw information
- designs, codes, debugs, tests, documents, and supports server-based applications such as SQL
- Coordinate reporting for DoH and donor reports and presentations
- Ensures timely submission to donors and to outside other stakeholders
- Ensures data submitted is set up as per agreed specs with different stakeholders
- Develops clear and well-structured analytical plans and analyses large data-sets inclusive of facility data and donor reported data
- Present and explain information in an accessible way e.g reports
- Creates and maintains analytic dashboards for various programmes
- Pro-actively identifies analytic needs for the various programs and provides the needed support.
- Delves into data to identify discrepancies and patterns and shares this information with relevant stakeholders and teams.
- Take ownership and accountability for tasks and demonstrates effective self-management
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained
- Maintain a positive attitude and respond openly to feedback
- Take ownership for driving own career development by participating in on-going training and development activities such as conferences, workshops etc.
- Take ownership of the running and management of the WITS RHI data hub.

Required minimum education and training

- Degree in Data Science, Health Informatics, Statistics, Applied Mathematics, or any other related field.

Desirable additional education, work experience and personal abilities

- Excellent analytical and problem-solving skills.
- Positive and energetic team leader.
- Ability to adapt to complex situations, manage stress and deliver goals pro-actively.
- Organized with a thorough and accurate approach to work, attention to detail.

Required minimum work experience

- At least 3 years in a data analyst position, preferably working as a Data Analyst in a fast-paced and dynamic business setting.
- Proficiency in SQL, visualization and analysis tools.
- Experience in data analysis and visualization methods required.
- Ability to extract, transform and load data.
- Experience working with large data sets that are complex data.
- Experience working in donor driven programmes is desirable.

Demands of the job

Local travel and working overtime will be required. Must be able to work in time constrained, highly pressurized deadline driven environments

Communications and relationships

Excellent communication skills (both written and oral) in English. Ability to establish and maintain effective working relationships with internal stakeholders at all levels within the organization, as well as all external stakeholders

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card.