

## Data Analyst (01 Position)

<b>Location:</b>	<b>Type of Contract</b>	<b>Monthly Fee Inclusive of all Taxes</b>
Islamabad, Pakistan	Service Contract	Between the range of PKR 90,000 to PKR 139,000 (Depending upon the qualifications/experience upward/downward adjustments can be made)
<b>Starting Date</b>	<b>Application Deadline</b>	<b>Send Application to</b>
01-Nov-2024	<b>20-Oct-2024</b>	hope87.jobs@gmail.com
<b>Duration of initial Contract</b>	<b>Languages Required</b>	<b>Reporting to</b>
<b>01 Year (Extendible)</b>	English, Urdu	Senior Program Manager MEAL

**Note:** HOPE'87 is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence. HOPE'87 does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

### Responsibilities/Duties:

1. Design and implement data collection tools (Online and off-line both) and systems to gather project-related data.
2. Train field staff and In Country Partners (ICPs) on data management practices, including data collection, data entry, cleaning, and analysis. Work closely with field staff and ICPs to ensure that data collection and reporting processes are consistent, efficient and resolve any challenges in data collection or entry.
3. Clean and validate incoming data to ensure accuracy, consistency, and reliability. Identify and resolve discrepancies or data quality issues.
4. Regularly audit data to maintain high standards of integrity and accuracy. Develop report on data audit.
5. Analyze large datasets using statistical methods to identify trends, patterns, and key insights.
6. Provide data-driven insights that can inform project strategies, program improvement, and decision-making.

7. Collaborate with Program Support Officers, Reporting Officer and other team members to interpret findings and develop recommendations for project enhancement and analysis for donor reports.
8. Develop interactive dashboards, visualizations and visual reports that provide clear, real-time overviews of project performance, progress, and outcomes and share it with internal teams, donors and stakeholders.
9. Ensure that data presentations are visually appealing and accessible to non-technical audiences.
10. Use statistical techniques to perform predictive modeling that can help forecast project outcomes and improve resource allocation.
11. Monitor data collection activities to ensure adherence to HOPE'87's standards and protocols.
12. Support Program Support Officers and Training Support Officers by providing data insights that contribute to the six capacities model and other training initiatives.
13. Maintain an organized system for storing and archiving project data, ensuring that it is easily accessible for future reference.
14. Ensure that all datasets are regularly updated and backed up to prevent data loss.

#### **Qualifications:**

**Education:** Bachelor or Master's degree in Data Science, Statistics, Computer Science, or a related field. A Master's degree is preferred.

**Experience:** Minimum of 3 years of experience in data analysis, management, and visualization.

#### **Required Skills:**

- Proficiency in data analysis tools such as Excel, R, Python, SPSS, or Stata.
- Expertise in data visualization platforms (e.g., Power BI, Tableau).
- Strong analytical and problem-solving skills with attention to detail.
- Experience with designing data collection tools and managing large datasets.
- Excellent communication skills
- Ability to explain complex data to non-technical audiences.

**Languages:** - Proficiency in English and Urdu is required.

#### **Other Requirement:**

*Willingness to travel frequently to field locations, approximately 30% of the time. Field locations include Districts Peshawar, Charsadda, Nowshera, Swabi, Haripur, and Quetta, with travel durations ranging from one day to 3-5 consecutive days.*