



## **CARE SOMALIA**

### **JOB ADVERT – DATA ANALYST**

<b>Job Title:</b>	Data Analyst
<b>Department:</b>	Urban Youth Program
<b>Location:</b>	Garowe
<b>Supervisor/Title:</b>	Program Coordinator –Urban Youth Program

#### **1. BACKGROUND**

In mid 2010 CARE Somalia initiated a change in its program structure and strategy - from working in technical sectors to working in more holistic programs focusing on the needs of particular 'impact groups'. CARE has identified a number of particularly vulnerable groups in Northern Somalia. One of the categories of vulnerable groups are urban youth. This is an increasingly large group of people, due to drought, conflict and marginalization. CARE is going through a series of studies that will aim to further 'break down' this group into specific sub-sets and identify particular causes of poverty for each of them; and on the basis of that analysis further develop our program strategies for working with these groups. At present the focus of much of the work with urban youth is on education, governance and livelihoods with an emphasis on TVET. The aim of this program will be to work with these youth to address underlying causes of poverty, vulnerability and marginalization that affect them.

#### **2. JOB SUMMARY**

The Data Analyst will be responsible for supporting Urban Youth program in data management, analysis of data and reporting. He/she will also assist with the installations, operations and maintenance of new technologies in data collection, provide computer related support and support in training of staff.

#### **3. ROLES & RESPONSIBILITIES**

##### **Result Area 1 –Data management**

- The data analyst will be responsible for the program database. She/he will be expected to lead in the design of the database.
- Improve/expand the program database.
- Responsible for data entry
- Delete any duplicated, outdated or irrelevant information
- In collaboration with the M & E manager make recommendations about the methods the Urban Youth program should use to collect, analyze and manage data to improve data quality and the efficiency of data systems.

30% of time

##### **Result Area 2: Analysis of program data**

The data analyst will be expected to analyse the program data to identify patterns and correlation among the various data set in collaboration with the M & E manager.

- Regularly examine the monitoring data collected by field staff and analyse. He/she will be expected to identify and interpret patterns and trends that can inform program.
- Assess data quality and eliminate irrelevant data

30% of time

##### **Result Area 3 –Reporting**

- The data analyst is expected to prepare comprehensive reports on the analysis of data to the Program Coordinator and the respective managers.
- Design the report to include tools that can help those involved to easily digest the data such as statistics, graphs, images and lists.
- Provide potential solutions for any identified problems in the management of data.

*30% of time*

**Result Area 4: other duties**

- The data analyst is expected to provide general computer related support to field staff
- Training of staff
- Assist with the installations, operations and maintenance of new technologies in data collection.
- Help update website when required.
- Work on any other assignment as advised by the supervisor.

*10% of time*

**4. REQUIRED QUALIFICATIONS (MINIMUM REQUIREMENTS)**

- BSC IN IT, MATHEMATICS, INFORMATION MANAGEMENT, STATISTICS
- PROVEN EXPERIENCE WORKING AS A DATA ANALYST
- TECHNICAL EXPERTISE REGARDING DATA MODELS, DATABASE DESIGN & DEVELOPMENT,
- STRONG KNOWLEDGE OF AND EXPERIENCE WITH REPORTING PACKAGES
- KNOWLEDGE OF STATISTICS AND EXPERIENCE USING STATISTICAL PACKAGES
- STRONG ANALYTICAL SKILLS WITH THE ABILITY TO COLLECT, ORGANIZE AND ANALYZE AND DISSEMINATE SIGNIFICANT AMOUNT OF INFORMATION WITH THE ATTENTION TO DETAILS AND ACCURACY
- EXCELLENT REPORT WRITING SKILLS

Experience

- At least 2 years experience in a data management and analysis
- Demonstrated experience in program assessments, evaluations, data analysis

Skills/capacity:

- Team player, who is able to develop strong collaborative relations across the organization, in both the program and program support departments
- Good leadership and negotiating skills
- Proven capacity in managing database

**5. KEY RELATIONSHIPS**

Reporting to:

- Program Coordinator –Urban Youth Program

Working closely with the M & E manager and other managers in Urban youth program

**HOW TO APPLY**

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CV to [SOMRecruitment@care.org](mailto:SOMRecruitment@care.org) by **November 21, 2017**. Kindly indicate the position title on the subject line when applying. Only shortlisted candidates will be contacted.

**CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children from abuse**