

JOB DESCRIPTION

Job Title	Data Analyst
Department	DMEAL
Reports To (Function)	DMEAL Specialist
Location	Johannesburg
Number of Direct Reports (Subordinates)	Nil
Job Description Last Updated/By	20 June 2024

Purpose of the Position: The purpose of the Data Analyst is to consolidate, validate, analyze and protect data from the ForAfrika regional teams as well as produce desired monthly, quarterly and annual reports for better programming and donor reporting.

Data Collection and Management (70%)

- Consolidate data to produce source documents to support Monthly/Quarterly/Annual Reports, these include (Stock Register Summaries, Beneficiary Trackers, Excel spreadsheets, Ledgers, through data collection tools - KOBO and Salesforce, Attendance Registers, Nutritional Assessments) All collected from Programs teams.
- Assist to consolidate and verify data from salesforce from donations and donor records
- Eliminate the interpretation of wrong and skewed data by removing duplicates, errors and outliers prior to the analyzation of data
- Capture and upload necessary data on desired ForAfrika platforms such as Salesforce for reporting
- Produce monthly reports such as Variance Reports, Beneficiaries Tracker and KPIs Tracker
- Oversee the development of a consolidated data depository to protection of data and reports through proper storage system
- Validate, analyze and report on vehicle usage data such as log sheets, Stannic vehicle reports and tracking systems
- Create a database of potential partners/communities through collecting information from website requests.
- Manage ForAfrika communities and Points of service/ECD Centres database including updating those on Salesforce

Technical Support (20%)

- Verification of project implementation points of service at sites across South Africa.
- Working closely with and leading the Provincial Coordinator and mobile team on continuous engagement of stakeholders on programme sites to ensure effective and holistic programme implementation.

- Provision of Monitoring and Evaluation for project level decision making in relation to program performance monitoring, planning, resource mobilization, strategic positioning and program design.
- Support programs staff with the designing of data collection tools using Kobo set ups and queries
- Provide Salesforce training and support to field staff including registration of new staff, communities, institutions, commodities, vehicles and allocation of those to relevant staff
- Build the capacity of staff and partners to administer various data collection methods e.g. questionnaires/surveys, focus group and interviewing
- Support Resource Mobilization team with Salesforce support with system queries
- Assist in creating a database of Point of Service GPRS mapping of all project implementations sites
- Development of monitoring tools using excel to export to Kobo (including coding and form building)
- Ensuring the protection of data by creating backup systems of all information

Logistics Assistance (10%)

- Assist with generating CSS+ sales invoices and quotations
- Assist with food distributions, physical inventories, warehouse inspections & audits and food packaging

Skills and Competencies:

- Excellent analytical skills and ability to summarize disparate information in a clear and concise manner
- Excellent research and data collection methodology skills
- Excellent computer skills, including word processing, spreadsheets programs and database management
- Skills in supporting staff with a variety of level of knowledge and capabilities
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Strong interpersonal skills
- Oral and written communication skills
- Driver's license with one-year experience in driving
- Be willing to travel and work during weekends and public holidays
- Be able to work under pressure
- Fluent in English and at least one South African language

Qualifications Required:

- Relevant Diploma in Social Science studies or demography, statistics, or any other related recognized tertiary level qualification.

Experience Required:

- At least three years' experience in the humanitarian and development sector including specific monitoring and evaluation experience (M&E Systems such as salesforce and building tools on

KOBO for tool design and implementation, data collection, entry, cleaning, analysis, reporting).

- Proficiency in qualitative and quantitative data analysis for surveys and impact evaluations.
- Experience using knowledge management software or databases is highly desired.
- Demonstrated knowledge of and experience in monitoring and evaluation programs including indicator development, study design and data analysis in multiple sectors.
- Experience in training others in monitoring and evaluation.
- Excellent IT, written and verbal communication skills.
- Knowledge of various technical sectors of development such as food security, primary health care, micro enterprises development, etc.
- Demonstrated knowledge of and experience in monitoring and evaluation programs including indicator development, study design and data analysis in multiple sectors.

General:

The candidate may be required to perform duties not specifically stated in the job description from time to time; such duties are ForAfrika operations.

HOW TO APPLY:

- All interested candidates should send their CVs' to the following email address: recruitment.sa@forafrika.org
- Closing Date: 19th July 2024

Disclaimer:

- Candidates who do not meet the minimum criteria will not be shortlisted.
- Candidates who have the rights to work in South Africa.