**ROLE PROFILE: DATA ANALYST**

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| **JOB IDENTIFICATION** | |
| Job Title: | Data Analyst |
| Department: | INSETA Project Office |
| Date reviewed: | 1 MARCH 2019 |
| Location: | INSETA Head Office, Parktown, Johannesburg |
| Reporting Line: | INSETA Project Office Manager |
| Full-time/Part-time/Contract: | Full-time |
| Grade | C |
| **PURPOSE OF THE JOB** | |
| To establish a data analysis function within INSETA by designing and implementing data analysis process to transform structured and unstructured data from disparate sources into meaningful trends and recommendations for implementation and reporting. | |
| **MAIN ACCOUNTABILITIES** | |
| * Developing data analysis reports as per business requirements. * Review and validate all data as it is collected. * Assist in data analysis and data modelling where required. * Understanding and working with multiple data sources to create a unified solution that implements the client’s business rules and supports their analytical needs. * Designing and developing data models to support business reporting. * Creating and using methods to import/translate/manipulate data. * Analysing potential data quality issues to determine the root cause, and creating effective solutions. * Optimise processes involving large data sets to improve performance and reporting. * Work with stakeholder to understand their business and make recommendations to help solve problems or improve processes. * Advise on policies and procedures for the collection and analysis of data; * Extracting and preparing bulk-reporting data files for SETMIS, QMR and NLRD; * Submission of signed SETMIS and QMR in line with prescribed dates; * Liaise with external IT support provider to ensure effective delivery of relevant services; * Ad hoc data analysis for internal users; * Ad hoc pulling and submission of data reports to internal users; * Support and maintain existing database systems; Deliver high quality work on time and in a fast paced high pressure environment. | |
| **REQUIRED QUALIFICATION** | |
| Minimum Qualification Required: | NQF 5 or above |
| Qualification (Preferred): | Research/ IT or information systems/ data management |
| **REQUIRED EXPERIENCE** | |
| Required: | Must have experience in working with databases and BI Systems (years 5)  Experience of working with data extraction software such as SQL Server, Python, Open Source, Cliqview, Excel etc |
| **REQUIRED COMPETENCIES** | |
| Critical Competencies: | Research skills  Data management and analysis  Report writing  Strong analytic and problem-solving ability  Experience of producing dashboards / reports from varying datasets |

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please email your **CV** to [vacancies@Inseta.org.za](mailto:vacancies@Inseta.org.za), clearly stating the position you are applying for.

Closing date: **12 April 2019**

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised**.**