

<b>Job title</b>	Data Analyst
<b>Grade</b>	3B
<b>Reports to</b>	Manager Information Assurance
<b>Business Unit</b>	Information Assurance
<b>Location</b>	Head Quarters

## Job purpose

The purpose of the Data Analyst/ position are:

- To be involved in all aspects of data warehouse development, and in the design and development of business solutions. The duties for this position include designing and development of Extract-Transform-Load (ETL) processes for data warehouses, gathering requirements, and designing data bases and data modelling.
- To design, develop and maintain business intelligence solutions,
- To craft and execute queries upon request for data and present information through reports and visualization.
- To provide support & requirements for integration, reporting, and data integrity.

## Duties and responsibilities

- Recommend / implement new technologies to enable business growth.
- Implement all ETL procedures for all new projects and maintain effective awareness of all production activities according to required standards and provide support to all existing applications.
- Analyse and interpret all complex data on all target systems and analyse and provide resolutions to all data issues and coordinate with business analyst to validate all requirements, perform interviews with all users and developers.
- Develop all data warehouse models and prepare reports for all data integration into systems and draft all ETL scripts and prepare required reports for all end users.
- Support the development and validation required through the lifecycle of the DWH and Business Intelligence systems, maintain user connectivity, and provide adequate security for data warehouse.
- Translate business needs to technical specifications and plan, create, coordinate, and deploy data warehouses and build BI solutions.
- Design and implement all publication activities such as dashboards and maintain required system documentation according to IT applications and procedures and provide support to all activities and provide resolution.
- Crafting and executing queries upon request for data.
- Responsible for daily maintenance and monitoring of Data Warehouse to ensure data integrity and uptime.
- Develop reporting applications and data warehouse consistency.

- Facilitate requirements gathering using expert listening skills and develop unique simple solutions to meet the immediate and long-term needs of business customers.
- Train new users/existing users.
- Any other duty that may be reasonably assigned by the Manager Information Assurance.

## **Qualifications**

### **Education & Experience:**

- Bachelor's degree in Computer Science, Information Technology, Information Systems/ Data Science, Mathematics or equivalent.
- Microsoft Certifications such as Microsoft Solution Associate in SQL Business Intelligence Development or Microsoft Certified: Power BI Data Analyst Associate.
- At least three (3) years' relevant industry experience in a Data analysis, Data Modelling, ETL Deployments and Business Intelligence Development role would be an added advantage.

### **Knowledge & Competencies Required:**

- Must have intermediate skill in most or all of the following disciplines: MS SQL Server, SharePoint, Reporting tools (Power BI, Datazen, Tableau, and SSRS), Integration tools (SSIS) and Data Analysis (SSAS).
- In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework.
- Must have intermediate skill level in the following: MS Excel (+ Office suite)
- Excellent communication skills required.
- Ideal candidate will be a self-starter who can work without direct supervision.
- Ability to work with business analysts, programmers, and management and business users to resolve, organize resolution to and provide advice on information assurance matters.
- Ability to write and present analytical reports and proposals for a wide range of audience
- Working experience in conducting awareness presentations, basic information assurance training and skills upgrading courses.
- Basic knowledge and understanding the Funds products and procedures
- Knowledge and understanding of ProMIS system would be an added advantage
- Excellent customer service and communication skills
- Good organizational, interpersonal, and problem solving skills
- Must be a Team player
- Ability to handle pressure and being creative
- Ability to multi-task, priorities, and manage time effectively

### **Reporting Structure:**

Direct Reports: None

Indirect Reports: None

### **Authority Levels:**

Financial: None

Staff: None

Contractual: None

## **Internal & External Contacts:**

### Internal Contact

- Manager Information Assurance
- Chief IT Officer
- IT Management
- Business Unit Managers
- Subject Matter Experts from Operations & Other Business Units

External Contact: None

## **Working conditions**

The incumbent may be required, from time to time, to work late hours or during weekends or holidays, including travelling to other FNPF branches & agencies or, to work in other functional areas on job rotation for developmental purposes.