



Data Analyst – Reporting and Dashboarding Specialist

JOB DETAILS		
JOB TITLE	:	Data Analyst – Reporting & Dashboarding Specialist
REPORTS TO	:	NLF Managing Director and NECT Project Executive
DIVISION	:	NLF Executive and Project Management Office (NECT)
LOCATION	:	Centurion
CONTRACT TYPE	:	Contract: Up to December 2022, with the possibility for renewal dependent on funding
START DATE	:	Immediate

OVERVIEW & PURPOSE
<p>New Leaders Foundation (NLF) is a mission driven implementation organisation specialising in education. It focuses on insights and systemic interventions that leverage data and capability building to unlock excellence in education. It is a dynamic organisation that attracts and develops leaders who are committed to the transformation of education.</p> <p>The Data Driven Districts (DDD) Programme is currently NLF’s flagship programme. The programme is led by the Michael & Susan Dell Foundation in partnership with the Department of Basic Education. The aim of the programme is to improve learner outcomes by improving the way key educational data is collected and used by officials in the education system to support schools and teachers more effectively.</p> <p>South African School Administration & Management System (SA-SAMS) was initially designed to be a cost effective, easy to use computer solution with the main purpose of addressing the management, administrative and governance needs of the public schools in South Africa. The information system has a strong Education Management and Information Systems (EMIS) focus i.e. to assist schools in the completion of the Annual School Survey and therefore meet the identified needs of the Education Department, at Circuit, District and Provincial levels in the collection of data from schools.</p> <p>Due to evolving technologies, the current platform of the SA-SAMS system has become obsolete. The modernised SA-SAMS solution will be a web-enabled and cloud-based enterprise solution to assist schools (learners, educators, administrators, principals, school governing bodies), provincial departments and national department of education to administer and manage the entire school system from end to end.</p> <p>Reporting to the NLF Managing Director and SA-SAMS Project Executive, the successful incumbent’s responsibility will be to develop a detailed knowledge of the underlying data and data products and become the subject matter expert on content, current and potential future uses of data and the quality and interrelationship between core elements of the data repository and data products. They will consult with information technology, data analytics and development staff to design and implement scripts, programs, databases, software components and analyses that will support quality and an in depth understanding of potential uses of the data, while further embedding the current DDD dashboard.</p>
KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Identify all reporting and dashboarding requirements from the current reporting and dashboarding system (Data-driven districts Dashboard (DDD) system). • Transposing those requirements into the replacement system (OpenEMIS) • Gather and analyse requirements, design of technical specifications, developing solutions, problem solving, testing, implementing, and supporting of systems

- Manage projects and communicate project status, issues, risks and resolutions to team members and management in a timely manner
- Keep up to date with industry trends, evaluate technical solutions and make recommendations
- Develop and maintain project, technical and user documentation and ensure version control practices
- Other related duties as required

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's degree in information systems/computer science, information technology related/equivalent or with certifications related to data management
- +5 years of experience in designing and developing of dashboards and reports
- +3 years of experience in data analytics
- Knowledge: Extensive knowledge using data analytics techniques and technologies including SQL, ETL, OLAP, data quality, statistics and dashboards
- Preferred development experience using PHP frameworks for cake and API for integration.
- Skills: Excellent time management, client relationship management, teamwork and communication skills (oral and written)
- Experience in project management, ITIL and SDLC (Agile) methodologies.
- Solid experience with Data Warehouse and BI systems; extensive experience for collecting business requirements from customers and transform the requirements into DB data processes and data schema.

CORE COMPETENCIES & SKILLS

- Extremely strong analytical and problem-solving skills.
- Outstanding verbal, written and visual presentation skills.
- Proven strong negotiating and consensus building skills.
- Proven skills to work effectively across internal functional area in ambiguous situations.
- Ability to work independently, establishing strategic objectives, project plans and milestone goals.
- Knowledge of relational SQL databases and SQL in at least one of the following environments, Microsoft SQL Server or Informix.
- Demonstrated knowledge of the public sector
- Preferred education environment experience
- Experience in working with SITA and understanding of SITA processes

ADDITIONAL INFORMATION

- Dual reporting to NLF Managing Director and NECT Project Executive
- Working full time on site in Centurion
- Maximum travel of 5% nationally

APPLICATIONS

- NLF is committed to diversity and inclusion. Preference will be given to South African citizens. If you meet the above-mentioned requirements, please email your full CV to anja@newleaders.co.za by 12 June 2022.
- If you do not hear from us by 30 June 2022, please consider your application as unsuccessful.