



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Coordinator: Data & Analytics	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Entry	Industry Business Services / Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 1 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

We are looking for an experienced data and analytics professional who will be responsible for overseeing the development and use of data systems. The person will be responsible for discovery of efficient ways to collect, organise, store, analyse and present data.

You must be able to fully grasp the complexity of data management, the ideal candidate must have strong understanding of data analysis procedures. The goal is to ensure that information flows timely and securely within the department as well as with our clients.

A substantial part of your work will revolve around making educative and measurable steps to achieve overall data management systems for the department.

Responsibilities

- Create and enforce policies for effective data management in the department,
- Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Support the department in the daily use of data systems and ensure adherence to company standards
- Writing reports and data extraction when needed
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them
- Explores existing data sources to understand their structure and content
- Interprets data from multiple sources and turns it into information that can be used by decision makers within your department
- Collaborates with delivery teams, to ensure that data sources are developed and evolved in a quality

Education & Qualifications

- BSc/BA in Statistics or relevant field

Requirements

- Proven experience in data management and analytics
- Excellent understanding of data administration and management functions (collection, analysis, distribution, and reporting)
- Proficient in MS Office

Characteristics

- An analytical mindset with problem-solving skills

- Excellent communication and collaboration skills
- Ambitious
- Self-starter
- Believes in Service Excellence
- Energetic & Enthusiastic
- Confident
- Highly Organized

Reporting To

Manager: Advisory

Driving Licence

Not Required

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