



## Job Description Template

<b>Job title</b>	<i>Data Analyst</i>
<b>Reports to</b>	<i>Senior Finance Officer</i>
<b>Location</b>	<i>Monrovia, Liberia</i>
<b>Job Type</b>	<i>Full Time</i>

### Organizational Summary

Data-Insightica, LLC is a Limited Liability Company that provides data-driven solutions to our partners and clients by conducting insightful analyses of their data using advanced analytics systems to draw actionable outcomes that drive transformative change, inform organizational performance, enhances business outcomes, while ensuring profitability. Our team has over 15 years of combined professional experience in diverse fields including data science, decision methods, big data analytics, geo-spatial analytics, decisions analytics, computer systems, business intelligence, health informatics, research, environmental services, sustainability modeling, and many more.

### Job Purpose/Function

We are seeking a self-motivated, creative, and determined individual to fill the role as *Data Analyst* to be stationed in our office in Monrovia, Liberia. This role will report directly to the Senior Finance Officer. If you have an interest in working in a friendly environment and in the data analysis and visualization industry and for more information, apply today!

### Duties and responsibilities

Design and create customized reports, as well as creating dashboards to measure the effectiveness of the application. Familiarity or knowledge of any statistical software and applications will be a plus. MUST be willing to learn new applications and systems to be provided on the job. Prior knowledge in any software, applications or systems would be a plus, but not required to secure the position.

### Familiarity with Business Intelligence Applications

*Tableau, MicroStrategy and Business Objects.*

### Analytical Applications

*SAS, R, Python, Advanced Excel, SPSS, JMP Pro, MatLab*

Ability to conduct the Quantitative Data Analysis (QUANDA).

Ability to conduct Qualitative Data Analysis (QDA).

Create and modify SQL queries to extracted desired data

Perform quality checks and data analysis to identify areas of improvement and make recommendations.

Interact with a team to provide detailed reports to executives

Work with internal and external customers to report on data

### Qualifications

2-3 years of Data Analysis experience.

Data Visualization experience – in any visualization environment a plus.

Hands-on experience manipulating and creating SQL queries.

Extensive report development experience

Bachelor's Degree in IT, Economics, Statistics, or related field.

Strong interest and passion for Data Analytics

### Why Data-Insightica, LLC?

15+ Years of Proven Industry Experience.

Professional Development Opportunity with expert thinkers and doers.  
Dedicated Engagement Manager who is committed to you and your success.  
Family-work life balance.  
Operate company-owned systems.  
Benefits package to be disclosed upon hiring by the SFO.  
Salary commensurate with experience and education.

### Physical requirements

Applicants MUST be stationed in Monrovia, Liberia.  
Able to work remotely with approval from SFO.

### Supervisory Duties

The Data Analyst role will be responsible to direct and supervise other staff including:  
Junior Data Analyst  
Interns/Volunteers

### Application Instructions

Please email your CV, Statement of Interest (SOI), and three professional references to [datainsigtica@gmail.com](mailto:datainsigtica@gmail.com). Please ensure to include "Data Analyst – Liberia" in the subject line of the email. Application materials MUST be submitted as a single file in acceptable formats such as Microsoft Word, pdf, or text file.

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<b>Approved by:</b>	<i>Jenkins Macedo, CEO</i>
<b>Date approved:</b>	<i>July 16, 2019</i>
<b>Reviewed:</b>	<i>HR</i>

**Data-Insightica, LLC. affords equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability, gender, or any other category protected by applicable law.**