



Government of Sierra Leone

Ministry of Basic and Senior Secondary Education

TERMS OF REFERENCE

Data Analyst

Are you a passionate advocate for education with honed technical skills? Do you want to make a difference in the lives of children in Sierra Leone? The Ministry of Basic and Senior Secondary Education would like to hear from you!

What is the Delivery Team? The Delivery Team will be embedded within the Office of the Minister for Basic and Senior Secondary Education (MBSSE). The team will work with the Minister, and the MBSSE Senior Management Team (SMT) to ensure that priorities are defined, monitored and communicated. The team will work with the SMT to set time-bound delivery targets, develop the data flows necessary to monitor and track performance, coordinate all existing initiatives to accelerate progress, and develop a system so all functions/units within the Ministry can be accountable for delivering Free Quality School Education (FQSE). Additionally, the Delivery Team will play an important role in supporting and developing the capacity of Ministry staff to create an efficient and effective system for delivery and clear lines of accountability through focused performance measures.

How to apply:

1. Send a cover letter and CV (**no longer than 3 pages**) providing an overview of relevant experience in similar roles to **recruitments@education.gov.sl**
2. Shortlisted candidates will be invited to participate in a series of individual and group interviews to ensure alignment on work culture, ethics and principles
3. Deadline for submission of application is **5pm GMT on 19th June 2020**.

This position is open to Sierra Leoneans at home and abroad.

We believe that Sierra Leone is best served by a diversity of different perspectives, so we eagerly welcome people of all regions, faiths, tribes, gender identities, ages, abilities, and skills to apply for this position.

Contact us at **+23278442815/+23278002288** with any further questions.

Role: Data Analyst

Reporting to: Head of Delivery Team

Contract: 1yr 6 months

Duty Station: Freetown, Sierra Leone

Job Summary: The Data Analyst will support the Ministry to identify the right data sources, analyze trends and develop the right strategic approach to developing metrics for tracking projects that will lead to sustained systems. The role holder will ensure timely, accurate, and complete data collection, imputing and reporting and recommend on data improvements.

Responsibilities:

- Support relevant Directorates in the Ministry in acquiring data from primary or secondary data sources and maintain databases/data systems.
- Collaborates with all Directorates in developing data forms for all field studies aligned with the M&E framework and adaptable to the Basic Education system and present meaningful information for management decision making.
- Liaise with the leadership of the Ministry to identify data needed and provide assistance in developing metrics for tracking projects.
- Liaise with the leadership of the Ministry to define new data collection and analysis processes and reporting requirements.
- Contributes in the production of various data instruction manuals/handbooks for all the Ministry electronic data processing activities.
- Provides technical insight for the continuous development and maintenance of a standardized data processing system (storage structures, data mining and data cleansing) in the Ministry.
- Assess the systems for collecting and storing data and recommend new systems to enhance the integrity of the Ministry's data.
- Identify, analyse and interpret trends or patterns in complex datasets.

Educational and Experience Requirement:

- A postgraduate degree in Data Science or any other related field.
- At least 3 years of experience working on project delivery and data analysis within a complex delivery system e.g. government preferably at senior management level.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems. IT skills and knowledge of GIS highly desirable.

Competencies/skills:

- Excellent analytical and programming skills are desirable
- Knowledge of statistics and experience using statistical packages for analyzing datasets.
- Ability and experience to review, analyze and manage large volumes of data
- Outstanding attention to detail and a meticulous approach to work
- Good communication skills, both written and verbal
- Excellent interpersonal skills and ability to work in cross-functional teams with colleagues and with senior figures.
- A technical background in education is desirable, though not essential.
- Good knowledge of the Results Management Guide and Toolkit

Managerial Skills:

- Focuses on impact and result
- Leads team effectively and shows conflict resolution skills
- Ability to approach work with energy and a positive constructive attitude
- Demonstrates strong oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Excellent interpersonal skills and ability to work in cross-functional teams with colleagues and with senior management.
- Experience of proven mentoring or coaching skills is desirable

Deliverables:

- Existence of functional and up-to-date database in the Ministry
- Evidence of effective tools for data gathering, tracking and monitoring in the Ministry
- Accelerated implementation of the Ministry's Policies and Programmes through effective data management
- Sources of information related to policy-driven issues identified and addressed.
- Sound contributions to knowledge networks and communities of practice.