

POSITION AVAILABLE

TITLE: DATA ANALYTICS SPECIALIST

CONTRACT TYPE: PERMANENT

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

THE OPPORTUNITY

We are looking for a **Data Analytics Specialist** who will work across Common Good's EEE strategy providing sound reports and feedback that will enhance Common Good internal and external partnerships. The Data Analytics Specialist will primarily focus on the Education programme, while supporting the Early Life and Employment programmes when needed. The role is to collect, hold, manipulate, interpret, and make visible various pieces of data from across the organisation and within our external stakeholders, such that a data driven culture is created and fostered. The Data Analytics Specialist will work with various internal and external stakeholders. Some of the external stakeholders include the projects donors, academic platform service providers and management teams of schools and partner stakeholders. The Data Analytics Specialist will be based at our offices in Observatory.

YOU'LL THRIVE IN THIS ROLE IF...

Have the relevant experience and the desire to serve with an organisation that loves our city and are passionate about social justice. You are driven to collaborate and partner respectfully with other key change agents and influencers in supporting the team drive school level change through data management. You are highly proactive with strong self-leadership, a pioneering and resilient spirit. You are passionate about data analysis systems and you are a tech guru!

KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- The collection, organisation, and presentation of data, ensuring that the data is captured correctly and that there are no gaps in the documents of the data collected.
- Interpretation and analysis of data.
- Identifying patterns and trends in data sets.
- Submit and report back to the relevant internal and external stakeholders.
- Form part of the internal team that visit partner schools and partner organisations to provide technical support to these schools and partner organisations.
- Coach and train internal and external stakeholders on technical aspects of data dashboards and how to interpret relevant data.
- Provide data for donor reports, pulling from various data sources and liaising with various stakeholders to gather the necessary information.
- Work methodically to clean and structure datasets such that they are ready to feed into dynamic dashboards for analysis.
- Build and maintain various interactive dashboards on Power BI that allow for data to be accessible and visually intuitive.
- Use various other technical platforms including school systems, Google sheets, MS Excel, Google Forms, MS Forms, and MS Access.
- Ensure data privacy and that data is stored securely in line with the POPI Act and Common Good's Privacy Policy.

- Work with the Management Teams to ensure that impact is measured across the programmes.

MINIMUM REQUIREMENTS

- A completed NQF Level 7
- A Statistical, Mathematical or IT related degree is preferable.
- Minimum of at least 3 years data analytic related working experience
- Experience in Power BI essential
- High level of computer proficiency including Ms Excel, Access, Word, and Power Point
- Be willing to contribute to the values and ethos of Common Good is essential.
- Your own transport is essential, as you may be required to travel between locations.
- Fluent in English

COMPETENCIES AND ABILITIES

- Excellent interpersonal skills, with the ability to develop positive working relationships with individuals and across teams.
- Ability to prioritise and follow through effectively.
- Results oriented, able to complete tasks efficiently in a fast-paced environment.
- Flexible and adaptable approach to work
- Passion for Social Justice in our city

SKILLS AND KNOWLEDGE

- Advanced analytical and problem-solving skills
- Database creation and management experience, working with data structures and manipulation.
- Ability to analyse routine data and provide programme feedback.
- Masterful written and oral communication skills including proven success in presenting ideas and concepts effectively and persuasively.

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references, along with the **"consent by job applicant"** form. Applications cannot be processed without the consent by job applicant form by the 8th of March 2023

To: hr@commongood.org.za

REF: Indicate the job title in the subject line.

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should

REASONS TO WORK AT COMMON GOOD:

Common Good is Cape Town based not-for-profit, working from beautiful premises in Observatory. We are a Christian faith-based organisation responding to social justice issues in three key areas: Early Life, Education and Employment. We have a 10-year track record in development and an annual budget of +R20 million.

We are a diverse team, united by our desire to bring hope, opportunity, and dignity to marginalised members of our society. The senior management team is made up of passionate thought leaders with experience in the development sector and corporate world. They bring a well-balanced approach to strategic decision making and operations.

You would work with multi-disciplinary professionals who are committed to excellence and innovation. You will have the opportunity to be a change-maker, contributing to building a stronger society and brighter futures for thousands of men, women, and children across our nation.

Watch an introductory video:

<https://bit.ly/2WKdFOS>

www.commongood.org.za

info@commongood.org.za

+27 (0)21 201 1493

PO Box 36313, Glosderry, 7702

21 Nelson Road, Observatory, Cape Town

NPO (062-229-NPO) | PBO (930026077)

CONSENT BY JOB APPLICANT



APPLICANT FULL NAME AND SURNAME:

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the Protection of Personal Information Act, 2013 (POPIA). The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

1. Protection of Personal Information

- 1.1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
1.2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto.
1.3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
1.4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary.
1.5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
1.6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
1.7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose.
1.8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law.

SIGNED by Candidate:

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(signature above)

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Date