

POSITION AVAILABLE

DATA & MONITORING LEAD

CONTRACT TYPE: PERMANENT, 40 HOURS PER WEEK

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

THE OPPORTUNITY

For the last four years Common Good has had the privilege of being a pioneering school operating partner (SOP), mandated by the WCED to partner and strengthen a growing network of non-fee paying collaboration schools (now legislated as such) with the goal to improve learner outcomes and close the inequality gap between high performing resourced and no-fee public schools.

Common Good currently supports three no-fee schools in Cape Town and surrounds. The role of the Data and Monitoring Lead is to collect, hold, manipulate, interpret and make visible various pieces of data from across the organisation and within our partner schools, such that a data driven environment is created and fostered. The Data Lead will work with various internal and external stakeholders. Some of the external stakeholders include the projects donors, academic platform service providers and school leaders.

Do you want to use your data analysis skills to make a meaningful difference? Are you motivated, adaptable and resilient? Then we would love to hear from you!

YOU'LL THRIVE IN THIS ROLE IF...

You are passionate about making a difference in the lives of children by improving the quality of education in South Africa, 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:

- Take the organisation's Measuring & Evaluation framework and implement the systems required to embed this framework within the organisation
- Take a strategic directive and work backwards to engineer and compile a data strategy that would support this
- Develop tools required for the gathering of data and information to support the Measuring & Evaluation framework
- Visualise data and present it in compelling, digestible and meaningful ways
- Identify and interpret trends and provide conclusions, insight and recommendations based on the data to the senior education management team and school leaders where required
- Compile monthly donor reports, pulling from various data sources to complete these reports and liaising with various stakeholders to gather the necessary information
- Distil large amounts of data, often combining data from various data sources, bringing them together in meaningful ways
- Work methodically to clean datasets and structure datasets such that they are ready for analysis
- Structure data into database format for feeding into dynamic dashboards
- Work across various technical platforms including Google sheets, Excel, Google Forms, Microsoft Forms, Google Data Studio and Power BI

- Build and maintain various interactive dashboards that allow for data to be accessible and visually intuitive

MINIMUM REQUIREMENTS

- A completed university degree (or equivalent) is essential
- Statistical, Mathematical or IT related degree preferable
- Minimum of at least 3 years data related working experience
- **High** level of computer proficiency including Excel, Access, Word, Power Point
- Experience in Google Data Studio and/or Power BI preferable
- Ability to work independently and pro-actively, and as part of a team
- Ability to analyse routine data and provide programme feedback
- Excellent communication skills
- Verbal and written fluency in English
- Willingness to contribute to the value and ethos of Common Good is essential

SKILLS AND KNOWLEDGE

- Experience in the manipulation of a lot of different data, from various resources, and converting it to meaningful information and insights which are useful for decision making
- Previous experience in working across multiple data platforms and with multiple data sets
- Ideally have experience in using Power BI and/or Google Data Studio for the development of interactive data dashboards
- Database creation and management experience, working with data structures and manipulation
- Advanced analytical and problem-solving skills

COMPETENCIES AND ABILITIES:

- Highly proactive with good self-leadership
- Able to think creatively and outside the box
- A strong attention to detail and ability to work accurately
- Accountable and reliable
- Proactive and able to take initiative
- Able to multi-task and work under pressure
- Highly adaptable to an ever-changing landscape
- Ability to work well in a team as well as individually
- Ability to work in a fast paced, pressurised environment
- A team player with good interpersonal skills
- Ability to accurately estimate work required on tasks, prioritise work and deliver to deadlines
- A passion for data

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references by **18 December 2020**.

TO:

REF: Indicate the position 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 deem their application to have been unsuccessful. We reserve the right not to fill the position.

REASONS TO WORK AT COMMON GOOD:

Common Good is a 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>

STAKEHOLDERS



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