



JOB DESCRIPTION: DATA OFFICER

JOB SUMMARY

We're seeking a skilled data officer to collect, analyze and interpret complex data sets to inform business decisions. Successful candidate will develop and maintain databases, create data visualizations and provide insights to stakeholders to drive business growth.

RESPONSIBILITIES AND DUTIES

- Data management; through data collection, storage, data cleansing, processing data organization and maintenance. .
- Data analysis; through data analysis, interpretation, visualization, and statistical modeling to predict future trends and outcomes.
- Reporting and insights; by providing regular reports, conducting Ad-hoc analysis and insight generation for decisions and driving growth.
- Data governance ; data quality control-by validation and verification to ensure data security to enhance compliance with regulatory requirements and industry standards.
- Stakeholder engagement; by communicating data insights and trends plus providing support and training stakeholders
- Technical skills; programming, visualization and database management.

REQUIREMENTS AND QUALIFICATIONS.

- Bachelor's degree in computer science, mathematics, statistics or related field.
- Relevant experience; at least 2-3 years in data analysis, management, or related field.
- Technical skills; proficiency in database management systems, data analysis tools ,and programming.
- Data visualization skills ; experience with data visualization tools such-as tableau, power BI,or D3.js.
- Analytical skills; strong analytical skills to interpret complex data sets
- Data collection and management
- Data analysis and interpretation

- Data visualization
- Database development and maintenance
- Reporting and insights
- Data quality control
- Collaboration and communication

