DATA ANALYST

The Institute of Public Finance is a non-profit think tank that generates research-driven evidence for advocacy and provides technical assistance to state and non-state actors in order to promote equitable, efficient and effective Public Finance underpinned by Transparency, Accountability and Participation (TAP).

JOB SUMMARY

The Data and Measurement Unit at IPF supports collecting, analyzing, interpreting, and disseminating high-quality data and evidence while developing robust data management systems. Our expertise in handling complex datasets is crucial in generating evidence-based research that can inform policy.

We are seeking to recruit an experienced Data Analyst to join our data and measurement team. The Data Analyst will play a key role in providing technical support in data extraction, generation of data collection tools as well as ensuring data is accurate, up to date, well documented and archived.

KEY RESPONSIBILITIES

i)   **Data Collection and Management:**
- Collaborate with relevant units to identify and access relevant data sources on IPF's thematic areas.
- Collect data from national and county government agencies, international organizations, research institutions, and private sector on the various thematic areas.
- Develop and implement data collection protocols and tools ensuring consistency and accuracy.
- Develop automated processes for data extraction and transformation to enhance efficiency.
- Clean and pre-process datasets for analysis, addressing missing data, and inconsistencies.
- Maintain and document data collection and management procedures.

ii)   **Data Analysis and Interpretation:**
- Utilize statistical and data analysis tools and techniques to conduct quantitative and qualitative analysis, providing insights and recommendations.
- Identify trends and relationships within datasets to inform research and policy analysis.
- Develop and implement appropriate statistical models and analytical methods based on research questions.
- Interpret the results of data analysis and translate them into clear and concise insights for internal and external audiences.
- Prepare data visualizations and reports to effectively communicate findings and recommendations.
- Perform detailed data analysis to uncover trends, correlations, and insights pertinent to public finance.
- Assist research teams in interpreting data, providing analytical support for complex research projects.

iii) **Support to Thematic Areas and Units**
- Provide data and analytical support to IPF's research teams.
- Collaborate with the communication and advocacy unit to tailor data and analysis for policy briefs, advocacy campaigns and stakeholder engagement activities.
- Contribute to the development and implementation of IPF's monitoring and evaluation (M&E) framework.
- Stay informed about current trends and developments in data analysis methods and relevant policy areas.

iv) **Reporting and Visualization:**
- Develop interactive and insightful dashboards using public finance data.
- Utilize visualization tools, such as infographics to communicate complex information in a simple manner.

QUALIFICATIONS AND EXPERIENCE
- Bachelor's degree in economics, Actuarial Science, Business, Mathematics, Computer Science, Statistics, Research, or a related field.
- Strong technical skills in data analysis including statistical software (e.g. Stata, R, SPSS), data visualization tools (e.g. Tableau, Power BI, EViews) and spreadsheet applications.
- Excellent written and verbal communication and presentation skills.
- Minimum of 2 years of experience conducting quantitative and qualitative data analysis.
- Strong analytical and problem-solving skills.

HOW TO APPLY
Send a cover letter and curriculum vitae **ONLY** to: **recruitment@ipfglobal.or.ke**, indicating the vacancy applied for on the subject line of your email. Applications will be reviewed on a rolling basis up to **4th February 2023**.

IPF celebrates and embraces diversity, we are committed to the principle of equal employment opportunity and encourage qualified candidates to apply.