



Data Analysis Specialist NEW

Ministry Of Education (MoE)

Bachelor's Degree Kabul, Afghanistan Full Time 74

[Suggest](#) [Report](#) [Print](#)

JOB DETAILS

Date Posted:	Jan 29, 2020
Reference:	MoE/GE/EQRA/01
Closing Date:	Feb 11, 2020
Work Type:	Full Time
Number of Vacancies:	1
Gender:	Any
Functional Area:	Data Management
Nationality:	Afghan
Salary Range:	NTA, Grade C
Years of Experience:	5 Years
Contract Duration:	Unspecified
Extension Possibility:	Yes
Contract Type:	Short Term
Probation Period:	3 months
Required Languages:	Dari,Pashto,English

About Ministry of Education (MoE):

Founded: 

CBE Community Based Education (CBE) is part of the formal education system in Afghanistan offering education services through establishing of outreach classes within school catchment areas (Community Based Classes and Accelerated Learning Classes) in hard to reach, insecure, less or no girls schooling, and underserved pockets of the society. CBE in Afghanistan is a successful approach in reaching the unreached considering the scarcely populated nature of Afghanistan's context.

Ministry of Education's only on-budget national program EQRA supports the establishment of harmonized standards to improving equity in access to education, efficiency, and scalability of CBE as per approved CBE policy. It is also targeted to reach additional 33,000 students in underserved communities; identified as areas where there are no government schools within a specified distance of 3 km. EQRA will support retention of this batch of 33,000 students during its implementation.

Job Summary:

The data analyst will be responsible to extract reports and data, process and work the data to convert it to useful information that will drive the MoE management decision on CBE expansion, transition, handover and implementation strategies. Using data analysis techniques, the CBE Unit will also be able to extract accurate monthly, quarterly and yearly reports and presentations, extract findings and give recommendations for betterment of the unit activities. The data analysis specialist will work with the other technical team in CBE unit i.e. the system development specialist and Tools and Material Specialist to improve the capacity of provincial staff on data collection, validation, and accuracy and develop monitoring mechanisms that boost the quality education services delivered in provinces through the CBE program.

Skills Required:

Database Administration

Provinces to travel:



Skills Description:

- Good human relation and communication skills with the ability to work under pressure.
- Demonstrated ability to prioritize take direction and handle varied tasks within deadlines.
- Ability to travel independently and regularly to the field is essential.
- Good Understanding of CBE Concept
- Excellent interpersonal and Communication Skills
- Good Coordination and Reporting Skills
- Outstanding innovative skills
- Great understanding of Community, people and their needs.
- Excellent Report Writing Skills

Languages: Written and Spoken fluency in English, Pashto and Dari languages is a must.

Geography: Based in Kabul, will be travelling to provinces regularly

Duties & Responsibilities:

Main Responsibilities and Tasks:

1. The Data Analyst assists CBE Unit staff in the use of data to drive decision-making.
2. Streamlines existing data collection and reporting processes and helps develop new processes when needed.
3. Develop methodologies for using data analytic tools; manage reporting, visualizations, and statistical graphs to illustrate findings and draw recommendations.
4. Interpret data, analyze results using statistical techniques and provide ongoing reports
5. Translate Data collection and survey forms into meaningful datasets, cross match and integrate it with EMIS system for accuracy.
6. Give trainings on data collection tools, techniques and data analysis to CBE team and IPs.
7. Develop unique reporting format and system for all CBE stakeholders in Kabul and provinces and provide training to them on how to extract and generate those reports.
8. Generate regular reports and analysis on School mapping, CBE implementation, expansion, handover and transition and share new findings and recommendations with CBE Unit head and MoE management for decision making purpose.
9. Undertakes field visits to different provinces to identify the gaps in data collection, reporting, dataflow and other CBE data related activities and resolve them in the field and share the key findings of monitoring with concerned stakeholders
10. Prepare various statistical reports on CBE operational progress, highlight blockades and give smart solutions on monthly, quarterly and annual basis
11. Collaborate with other CBE technical team to develop capacity building plans for CBE Provincial staff, PED and DED staff on data collection, dataflow, analysis and reporting.

Deliverables:

1. Standard and workable reporting, and Data analysis system and formats on national and sub national levels developed and implemented.
2. Monthly data analysis reports with detailed findings, recommendations and mitigation plans prepared and delivered.
3. Data Analytics, Data Collection and interpretation, Data Integration, reliability and accuracy checks tools developed, tested and implemented.
4. Data collection monitoring and evaluation plan which includes field visits, tools updates, trainings at national and sub national level etc. developed and implemented.

Any other assignment

Perform any other assignment given by the Head of CBE Unit or Director General of General Education Directorate.



Job Location:

Afghanistan, Kabul

Qualifications:

Education: Minimum Bachelor Degree in Computer Science and Information Technology (with Specialization in Database Development, Project management), Business Administration or similar. Master Degree will be preferred.

Work Experience:

· Minimum 5 years' relevant experience in Database Development, Data analysis, Data management, Extracting Reports, preparing presentations and Analysis in Afghanistan and preferably experience in Education Sector.

Supervision: The Data Analysis Specialist for School Mapping will be reporting directly to the Unit Head of CBE Unit at General Education Directorate (GED) of MoE.

Recruitment, work condition and evaluation

1) Recruitment:

a. The recruitment will be done through a transparent and competitive processes.

2) Work conditions

a. The Data Analyst Specialist will work according to Afghanistan MoE's rules and regulation.

b. MoE will provide a proper work station at DG General Education office.

3) Evaluation

a. The initial three months will be considered a probationary period.

b. 2. A formal performance evaluation shall be conducted annually jointly by the HR department and relevant department.

c. An exit interview will be conducted upon completion of the contract. This exit interview constitutes a condition for final payment.

d. Contract extension is subject to fund availability, organization's need and satisfactory performance.

Job Keywords:

-

⋮

Submission Guideline:

Interested Afghan candidates should submit their letter of interest (cover letter) along with the updated resumes to:

HR, MINISTRY OF EDUCATION Deh Afghanan, Gul Bahar Center, Ministry of Foreign Street, 7th floor first Corridor first office, Kabul, Afghanistan

no later than 11 Feb 2020, candidates who have access to the Internet can send their applications to the below email.

You are requested to send your letter of interest along with the updated resume. Please mention post title and vacancy number in the subject line of your email (NO APPLICATION WILL BE ACCEPTED WITHOUT SUBJECT LINE. THE APPLICATION MUST HAVE SUBJECT LINE INDICATING TITLE AND VACANCY NUMBER). However, do not email us heavy sized files such as your certificates, recommendation letters, etc. **We kindly request all the applicants to mention their graduation date of the university and must clearly write the date of experiences in the CV.** THOSE WHO DO NOT FULFILL THE APPLYING REQUIREMENTS WILL NOT BE CONSIDERED FOR SHORTLIST. Only shortlisted candidates will be contacted with and called for the test and interview. The test & interview dates, time and place will be determined and communicated with the shortlisted candidates only sooner after the deadline of the vacancy announcement.

Ministry of Education is an Equal Opportunity Employer.

MoE does not and will not discriminate in employment and personnel practices on the basis of race, sex, handicap, religion, ethnic origin or any other basis prohibited by applicable law.

Candidates with disabilities and qualified female candidates are highly encouraged to apply.

Note: for EQRA Project Positions recruitment process please visit the Ministry of Education website: (www.moe.gov.af)

Submission Email:

✉ applications.moe@gmail.com, ge@moe.gov.af

