**Waliku Data Analyst**

**Duration: 1 year (minimum)**

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| **PROGRAMME AREAS: Global** | **LOCATION: India, preferably Bengaluru** |
| **Reports to: Product Manager****Liaison: Analytics Team, Team Lead** | **FULL TIME** |
| **CHILD SAFEGUARDING:** Level 2: Access to child data |
| **BACKGROUND:** Waliku is a Save the Children technology team that provides bespoke solutions for digital data capture and analytics on learner education and well-being. Since inception in 2016, Waliku has grown from a proof-of-concept study and pilot to supporting Save the Children projects in multiple sites globally. Apart from designing and developing digital data capture tools, analytics and dashboards for NGO projects, we also provide theem support to roll out and use these tools. In doing so, we expect projects and particularly educators, be it in formal or non-formal schooling to recognize and address gaps in learner attendance, education progression, and their health and well-being in a timely manner. End users of our tools could be project office staff, frontline workers, or counterparts in the community- district education officers, school supervisors, school principals / administrators, teachers, community educators, parents and caregivers. In connecting various stakeholders digitally, we also facilitate communication and coordination between them to meet children’s right to education, well-being and achieving their fullest potential.Waliku is seeking a skilled Data Analyst to join our team, responsible for developing data capture forms, performing data cleaning, implementing ETL procedures, including using SQL, and conducting analytics using Power BI. The ideal candidate will have a strong understanding of data manipulation techniques, database management, and data visualization. |
| **KEY AREAS OF ACCOUNTABILITY:** 1. Develop data capture forms with relevant validations to collect raw data using survey builders such as Kobo and Commcare.
2. Perform data cleaning and validation to ensure accuracy, completeness, and consistency of data.
3. Design and implement ETL (Extract, Transform, Load) procedures to transform raw data into usable formats for analysis.
4. Develop and optimize queries for data extraction, transformation, and loading processes.
5. Collaborate with cross-functional teams to understand the key indicator requirements and business objectives.
6. Create and maintain documentation for data capture processes, data cleaning procedures, and ETL workflows.
7. Build and maintain data pipelines to automate data ingestion and processing tasks.
8. Conduct exploratory data analysis to uncover insights and identify patterns within the data.
9. Develop interactive dashboards and reports using Power BI to visualize key indicators and trends.
10. Support with the maintenance of the dashboards, its distribution list, ensuring new data is brought in as needed.
11. Support with creating additional features on top of the dashboards and database using AI to ensure users get insights they need for improving on their activities.
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| **SKILLS AND BEHAVIOURS (Save the Children Values in Practice)****Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
* Self-driven and motivated to perform and deliver as a remote team with minimal supervision

**Ambition:*** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
* Widely shares their personal vision for Save the Children, engages and motivates others.
* Future orientated, thinks strategically.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
* Values diversity sees it as a source of competitive strength.
* Approachable in all sort of communication media used for Waliku Team, good listener, easy to talk to.

**Communicative, innovative and progressive. Creativity:*** Skilful in technology adaptation.
* Develops and encourages new and innovative solutions.
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency.
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| **QUALIFICATIONS, SKILLS AND EXPERIENCE*****Requirements*** * Advanced data visualization knowledge and skills using software such as Power BI
* Strong understanding and skills in ethics, data confidentiality and security
* Fluency in written and spoken English
* Strong task management and organizational skills
* Intermediate experience with SQL queries and basic experience with a relational database management software – such as Microsoft SQL Management Studio or PostgreSQL
* Intermediate experience with Power BI Desktop – including DAX expressions, Power Query and data visualizations (experience with M Formula language also preferred).
* Basic to intermediate experience with web-based Power BI tools – including Dataflows, Datamart, Datasets, Row-level Security and Embedded Reports
* Experience with a variety of data testing and cleaning procedures (test scripts, randomized data, front end testing)
* Familiarity with data capture software such as Commcare, Kobotoolbox, power apps or google forms.
* Basic understanding of front-end terminology and languages (HTML, CSS, JavaScript)

***Additional Assets**** Experience researching and developing MEAL indicator frameworks
* Statistical analysis experience – including linear and logistical regression
* Masters Degree in monitoring and evaluation or related subjects with strong data analytics background
* Advanced skills in use of multiple software related to data collection, cleaning and analyses, both for quantitative and qualitative studies
* Knowledge of cloud computing using platforms such as Azure and its analytic capabilities with machine learning/ AI
* Knowledge and/or experience using various digital systems that use old, current or new technology for education and health
* Intermediate experience with dimensional data models and basic experience with relational data models
* Contributions to reports and articles

**Behavioural Competencies:*** A commitment to high quality of work and efficiency.
* Commitment to and understanding of Save the Children’s aims, values and principles including rights-based approaches.
* Low resistance to change.
* Problem-solving ability
* Concern for detail.
* Interest and passion to develop knowledge and skills in child rights
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| **Author/Editor: Waliku Team****Date of issue: 06 Mar 2024**  |