



Summary of Job Profile: Quality Assurance (QA): Data Specialist

Main purpose

To support the Quality Assurance Function, in QA related processes within gold-youth, with particular focus on data.

Reporting to:

Rumbidzai Mushosho (QA Manager)

Effective date:

Context:

This post provides support to **gold's** Quality Assurance Manager within the QA Function, with data input, analysis, integrity and reporting focus, a QA presence in the Hub and the necessary representation of the function, as well as any other tasks as agreed with the QA Manager.

Authority Level and Decision Making:

The post holder will make decisions, under delegated authority by the line manager, with regard to QA work management and delivery

Key result areas:

This list contains roles that are typically associated with the job. It is not all-inclusive and may vary from time to time.

1.1 M&E Data entry and analysis

1.2 Review data in order to identify and fix problems with data entry or integrity
(including communicating with field teams for data updates and clarity)

1.3 Document database/ Data tools protocols and instruction manuals for smooth functioning of the data management system

- 1.4 Ensure Data management system allows for timely information updates, data quality assurance, sharing of information and learning, and data use for decision making
- 1.5 Interrogate; analyze, summarise quarterly M&E data for meaningful organizational reporting
- 1.6 Manage key databases (using Excel skills and data management skills)
- 1.7 Develop and maintain data collection tools that prevent duplication and enhance accuracy of data
- 1.8 Prepare data reports (tables, charts, visuals) as needed to respond to regular and ad hoc requests for information, inputs to project work plans, donor reporting, organizational reporting.
- 1.9 Provide technical assistance to country programmes for M&E activities (including data collection, analysis and use of excel based M&E system to ensure accurate data collection
- 1.10 Assist with External evaluation coordination work – maintaining relationships with partner institutions and assisting with facilitation of data collection on the ground, as QA representative

Key Competencies:

- A passion for data
- A strong eye for detail as well as for the big picture
- Ability to spot anomalies and patterns in data and understand cause and effect
- Experience with M&E systems and frameworks for social development programmes
- Excellent analytical skills

Understanding of statistical software

- Advanced excel skills with the ability to create excel based tools using complex formulas, pivot tables, create graphs etc.
- Highly adept with data analysis, presentation of data and statistics
- Communication (verbal and written) and presentation skills
- Excellent ability to manage priorities and deadlines
- Able to work remotely with a geographically dispersed team
- Fluent in English

Characteristics:

High level of integrity

Able to adapt to changing priorities

Able to self-manage

Ability to communicate respectfully in a multi-cultural environment

Able to articulate and display personal values and vision

Good social skills

Organised

Ability to multi-task when required to do so

Attention to detail

Openness to learning

Qualifications and Experience required:

- Statistics (or other analytics field)/Development studies or related field
- 3-5 years of relevant professional experience doing complex data analysis within a development programme M&E context
- Experience of community development engagement or voluntary work

Working hours:

- Full-time