



## **INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA) NRS VACANCY ADVERTISEMENT**

**Job advertisements. IITA/UGA/2022/01**

**Date: 18 July 2022.**

**Position Title:** Data Analyst. **Duty Station:** Sendusu- Namulonge Station (with field travel).

**Country: Uganda.** Category: National.(NRS). Duration: 1 year, renewable

**Project:** USAID Enhancing Resilient and Adaptive Agricultural Livelihoods - Climate Smart Agriculture Technology Scaling Project

**Supervisor:** USAID CSA Technology Scaling Project Manager and GIZE4D Living Income Project Manager.

Grade: PG7. Cost Center: CC6243 & CC6275.

### **Summary role description:**

The Climate Smart Agriculture program Data Analyst will collect and analyze data, identify trends and report on results from various research and development activities. His/her main duties will include identifying, gathering, analyzing data and reporting to and sharing results through easy-to-understand graphs, charts, tables and reports.

### **Job description:**

#### **General Tasks**

- Supporting the development of data collection protocols and tools and digitization of project manager approved protocols.
- Conducting data collection to support the technical team when required.
- Timely data sorting, cleaning, analysis, and results reporting.
- Identify and report on themes and trends using data mining software.
- Make results presentations in easy to understand visual/ graphical representation to speak to a broad audience.
- Monitoring data quality and making process and software recommendations to improve efficiencies. Conduct qualitative and quantitative data analysis and produce detailed narrative reporting on analysis methodology and findings.
- Maintain central storage of project data sets and catalogue of data sets sorted and analyzed and status update sharing with the project team.
- Establish and maintain contact with HQ to ensure the project's full compliance with IITA policies, practices, and procedural requirements for data analysis, storage, and reporting.

- Provide student capacity building and mentoring and regularly report to management on content shared, progress and recommended further needs.
- Contribute to resource mobilization efforts and proposal development.
- Regular progress reporting, contributing to internal monthly IITA Hub reporting, monthly/ quarterly/ annual donor technical and financial reports, and trip reporting from all field activities.
- Contribute to annual project AMELP, MEL indicator development and review, data quality assessment, work planning and budgeting, and revisions.
- Other duties assigned by *supervisors*.

**Minimum Requirements:**

- BSc Computer/Statistical Science or related field with a minimum of 5 years relevant experience, in data analysis and management.
- Knowledge of the USAID and GIZ project cycles, agency policies, and reporting requirements.
- Proficiency in MS Office, including Word, Excel, and PowerPoint; proficiency in statistical analysis and data collection software such as R, SPSS and SAS.
- Experience of project and institutional or project audits is an added advantage.
- Ability to work under pressure and tight deadlines.
- Professional-level fluency in written and spoken English is essential.
- Strong facilitation, communication and presentation skills. and training skills.
- Strong interpersonal, ICT skills, client focus, team orientation, diplomatic sensitivity, analytical thinking, multi-ethnicity environment
- A results oriented professional. achievement focus

**Applications:** Applications which must include covering letter, copies of academic documents, curriculum vitae, names and addresses of three referees, and a letter from each reference in one pdf file, should be addressed to: The Country Representative, International Institute of Tropical Agriculture (IITA) – Uganda. P.O Box 7878, Kampala, and should be submitted online. If interested, you may visit [www.iita.org](http://www.iita.org), for further detail. *Please indicate the position you are applying for in the subject line.*

**Closing Date: 29<sup>th</sup> July 2022.**

**Because of the high numbers of applications, only shortlisted candidates will be contacted.**