**Kilimo Trust**
*Transforming Lives Through Agribusiness*

Job Advert : Program Assistant  - Data Analyst

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| Name of Job Holder: | |
| Job Title: | Program Assistant -Data Analyst & Communication |
| Job Grade: | KT5 |
| Unit of Service: | KT Uganda |
| Reports To: | Team Leader Quality Assurance &Knowledge Management |
| Supervision: | None |
| Employment Category: | Contract |

Purpose of the Job
- ➢ Analyzing and interpreting   complex data sets to provide valuable insights for informed decision-making.
- ➢ To ensure that data-driven insights are clearly and accurately communicated to all stakeholders.

Responsibilities:

Data Collection and Processing
Collect, clean, and analyze large datasets related, but not limited to agricultural operations, crop yields, weather patterns, and other relevant parameters while maintaining timeliness, accuracy, integrity, and reliability.

Database Management:
   a)  Review, update and improve existing databases using the most current technologies/tools.
   b)  Manage and maintain databases, ensuring data integrity and security.
   c)  Develop and implement data extraction, transformation, and loading (ETL) processes.

Problem Solving:
   a)  Work closely with cross-functional teams to understand business needs and provide data-driven insights.
   b)  Identify areas for improvement and recommend changes to optimize business processes.
Communication:
   a)  Communicate complex technical findings in a clear and concise manner to various stakeholders, including farmers, SMEs, management, funders, and others.
   b)  Collaborate with cross-functional teams to understand data requirements and ensure effective communication of analytical results.
Reporting & Visualization

   a)  Develop and maintain dashboards and reports to present key performance indicators related to KT's Strategy and specific project implementation processes.
   b)  Use data visualization tools to create compelling visual representations of data insights for easy interpretation.

Stake holder engagement:
Engage with various stakeholders to gather insights on the practical implications of data analysis results.

Competencies Required:
a) Ability to translate technical findings into actionable insights for non-technical stakeholders.
b) Attention to detail, excellent organizational skills, and ability to support multiple projects.
c) Analytical mind with a problem-solving aptitude
d) Strong communication and interpersonal skills.
e) Aptitude to learn new technology and concepts

Educational Qualifications and Experience Required:

a) A degree in Data Science, Statistics, Project Management, Agriculture, or related field
b) Five years of experience in a related field
c) Proven experience in data analysis, preferably in the agricultural sector.
d) Proficiency in data visualization tools (e.g., Tableau, Power BI) and statistical analysis software.
e) Ability to work with public domain data and to integrate into report

How to Apply

If you are the right candidate, please send your application letter plus the following:
✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
✓ Copies of Academic Certificate and Transcripts for O' level, A' level – where applicable, Under-Graduate and Post-Graduate qualifications
✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
✓ Your daytime contact telephone number; and
✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application 14th December 2023

Only shortlisted candidates will be contacted