# Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Data Analyst, Zambia Evidence Lab**

**Department/Division: International Growth Centre Lab**     **Accountable to: Head of Zambia Evidence Lab**

**Job Summary:**

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We are a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office (FCDO). We work to improve the productivity of people and firms as the key driver of sustainable economic development.

IGC is seeking a Data Analyst to enhance the usability of administrative data for research and analysis at the Zambia Evidence Lab (ZEL), an embedded data lab within the Ministry of Finance and National Planning in Lusaka. Working closely with an LSE based Data Engineer, the successful candidate will play a critical role in transforming raw administrative data – often kept in silos across departments – into actionable insights, ensuring data quality, and developing visualisations to inform policy decisions. The Data Analyst will join a multi-functional team of economists, data engineers, and operational experts to deliver real-world impact driven by government policy objectives.

The Data Analyst will also form part of IGC's growing engagement in Zambia, which delivers data-driven research, actionable insights, and economic policy advice, focusing on key drivers of growth such as mining, energy, public-sector effectiveness, agriculture, and firm productivity, with a cross-cutting focus on climate adaptation and poverty reduction. Led by the Country Manager, the IGC Zambia has deep ties with the Ministry of Finance and National Planning and other key government departments, enabling us to develop long-term research-based learning partnerships with a government that deliver both policy and academic impact. IGC also plays an important role in supporting the economic development dialogue in Zambia, such as through co-hosting the Economic Growth Forum.

**Duties/Responsibilities**

Key Responsibilities:

1.  Data Cleaning, Preparation, and Coding (50%)
    - Collect, clean, and integrate data from multiple sources, ensuring consistency across different datasets. This may include:
    - Collaborating with various departments to identify relevant administrative data sources.
    - Developing ZEL's understanding of data structures, variables, and collection methodologies used across key datasets.
    - Determining and implementing unique identifiers to accurately link data across different sources.
    - Utilise data transformation techniques to normalise and structure data for analysis, including data wrangling and cleaning.
    - Work with the Data Engineer to support the digital extraction of administrative data records. This may include developing automated ETL (Extract, Transform, Load) processes to streamline data handling,
    - Identify and rectify data quality issues, such as incomplete records, inconsistencies, and errors.
    - Develop data documents such as codebooks for effective analysis.
    - Maintain comprehensive metadata to document data sources, transformations, and usage contexts.
2.  Data Analysis and Visualisation (20%)
    - Collaborate with in-house economists and Principal Investigators to support data analysis and interpretation.
    - Work with the Data Engineer to develop dashboards and data visualisations for the government using tools like Tableau or Power BI, including defining the metrics and dimensions necessary for effective dashboards.
    - Assist in designing research methodologies and frameworks.
3.  Flexible Responsibilities (20%)
    - Engage in research projects of mutual interest, contributing to the production of analytical insights.
    - Explore and implement new technologies and methodologies to improve data processing and analysis capabilities.
4.  Cross-cutting  (10%)
    - Ensure all data handling practices comply with legal and ethical standards, including privacy and confidentiality requirements.
    - Facilitate data sharing and integration efforts between ZEL, ZamStats, and other relevant public institutions.

**Flexibility**
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

**Equity, Diversity and Inclusion (EDI)**
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

**Ethics Code**
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code.  It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

**Environmental Sustainability**
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.