Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Data Analyst, Zambia Evidence Lab

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

Criteria	Evidence	E/D
Knowledge and experience	BSc or MSc degree in computer science, data science, economics, financial engineering, statistics or a related quantitative subject where working with large data sets to achieve causal inference formed a key part.	E
	Proven experience in data analysis, data management, and/or database development.	E
	Proficiency in at least one data analysis tools and software, such as STATA, SQL, R, Python, and at least one data visualisation tools like Tableau or Power BI.	E
	Strong analytical and problem-solving skills, with the ability to translate complex data into actionable insights.	E
	Knowledge of administrative data systems.	E
	Knowledge of data protection laws such as the EU GDPR.	D
	Experience of working in one or more developing countries, preferably in a policy setting.	D
Communication	Evidence of excellent written and oral communication skills, in particular evidence of explaining technical information to non-specialist audiences.	E
	Experience of producing documents such as presentations, internal memos, papers or blogs targeted to a specific audience	E
Teamwork and motivation	Ability to work with a range of teams across a large and complex organisation.	E
Planning and organisation	Ability to work independently and to take initiative with minimal supervision in challenging environments.	E
		E

	Excellent organisational skills, including the ability to plan and prioritise a varied workload to meet deadlines in an efficient and effective manner.	
	Demonstration of attention to detail whilst being able to produce outputs within set deadlines.	E
	Highly flexible and agile to meet changing demands and priorities	E

E – Essential: Requirements without which the job could not be done.
D – Desirable: Requirements that would enable the candidate to perform the job well.