**DATA ASSISTANT**

The Data Assistant will support the management, cleaning, analysis, and visualization of data to ensure accuracy, consistency, and usability across various projects. Responsibilities include compiling and organizing data, generating summaries and reports, developing visualizations such as maps and dashboards, and assisting in the preparation of presentations. The role also involves aiding in database development and integration while working closely with the supervisor to accomplish assigned tasks.

**Education Requirements:**

* Bachelor’s degree in computer science, Information Technology, Data Science, Statistics, Mathematics
* Proficiency in data analysis tools such as Power BI, Tableau, and Strong knowledge of Excel is required.
* Working knowledge of QGIS or ArcMap for geo-data development and map visualization is preferred.
* Additional certifications in data analysis, visualization, or database management will be an advantage.

**TORs**

* Review large data files and perform basic data cleaning to ensure unique identification of all observations and maintain consistency in data reporting.
* Compile data into Excel sheets, create presentations and reports, and update the data repository.
* Merge datasets to ensure accurate and clean integration of data and generate summaries of key outcomes.
* Support the creation of presentations using analytical tools such as Power BI, Tableau, or similar platforms.
* Create and modify shapefiles and develop various types of map visualizations using GIS software/ tools like QGIS, ArcMap, Google maps.
* Assist in preparing historical data for conversion into the latest database formats.
* Assist in the development and enhancement of databases and dashboards.
* Assist in data collection, compilation, analysis, and interpretation, evaluating the performance of field teams and suggesting corrective measures.
* Organize teleconference sessions / meetings with Provincial MMP Focal Points as per regular schedule.
* Perform additional tasks as assigned by the supervisor.