JOB ADVERT

Position: Data Analyst – Jiinue Growth Program

Reporting to: Project Manager

Location: KNCCI HQ

The Kenya National Chamber of Commerce and Industry (KNCCI) is a membership-based trade support institution (TSI) working to protect commercial and industrial interests of Kenyan business community. KNCCI advocates for the creation of a favorable commercial, trade and investment environment that supports enterprise expansion. The membership of KNCCI constitutes small, micro enterprises (MSEs), medium and large enterprises.

The Kenya National Chambers of Commerce and Industry (KNCCI) in collaboration with the other seven consortium partners including the Grassroots Business Fund (GBF) and the Mastercard Foundation are implementing the Mastercard Foundation Jiinue Growth Program (JGP).

JGP seeks to address the funding gap for Micro, Small and Medium Enterprises (MSMEs) in Kenya pairing up financial support with well-tailored technical assistance, and a hands-on coordination strategy between various players in the ecosystem targeting enterprises owned and managed by young women and men entrepreneurs aged 18-35 across the country.

The Program targets to impact 225,000 microenterprises over five-year period and to create 500,000 jobs for the youth.

About the Job

KNCCI is seeking to engage Data Analyst is responsible in managing the Jiinue Growth Program data systems and reporting frameworks, guaranteeing the integrity, precision and accuracy of the program data. The ideal candidate will transform raw data into structured information, which will then be analyzed to gather insights that drive strategic decision making within the program. The holder of the position will work closely with the Project Field Officer and the Chapter Leadership to ensure proper implementation of the project.

Responsibilities

1. Carry out data review in order to identify discrepancies between the data on the physical attendance lists and the Excel sheets generated from the microdata google form responses.
2. Devise mechanisms of collecting data and ensuring accuracy in entering the collected data into the JGP system.
3. Use statistical tools and techniques to explore and analyze data, identifying patterns, relationships and trends.
4. Prepare reports and presentations to communicate the insights and findings from the data to stakeholders, which can influence policy and decision-making processes
5. Support with data cleanup and consolidation to ensure completeness and accuracy.
6. Abide by data protection regulations to avoid legal issues in JGPs data handling.
7. Managing and updating databases to ensure they are secure, accessible, and functioning properly

Academic and Professional Qualifications:

- Bachelor's degree in Statistics, Mathematics, Actuarial Science, Computer Science or related field.
- Minimum 2 years of relevant experience.
- Proficiency in Microsoft Office Suite – advanced Excel, Word and PowerPoint skills.
- Expertise with at least one data analysis software.
- Knowledge in statistical methods that includes descriptive and inferential statistics.

How to apply

Interested and suitably qualified individuals should submit applications, including copies of relevant academic and professional certificates, detailed curriculum vitae (CV), and cover letter to Hr@kenyachamber.or.ke with **"Data Analyst**" in the subject line by **20th September 2024**

NB: ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED