

# RETJI JOSIAH DAKON

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<https://retji.github.io/Portfolio>

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## PERSONAL PROFILE

A committed professional with a comprehensive background in data analysis, programme management, and data solutions. I am passionate about creating a good impact through effective programme planning, data analysis and monitoring. I have a track record of success in a variety of professions. My practical experience in a variety of fields, including teaching, public service, and creative data analysis, displays my versatility, problem-solving skills, and dedication to excellence.

As a Planning, Analytics & Monitoring Officer at the Office of the Head of the Civil Service of the Federation (OHCSF), I made significant contributions to payroll and nominal roll harmonisation, identifying and removing 148 ghost workers and demonstrating my ability to reconcile complex data and implement practical solutions. My employment as an Education Officer at the Federal Ministry of Education honed my adaptability in developing programme work plans that resulted in consistently high student passing rates and the creation of new learning experiences.

## SKILLS/KEY COMPETENCIES

### ❖ Data analysis

- **Proficient in Data Analysis:** I am a Microsoft Certified PowerBI Data Analyst Associate. Adept at extracting, cleaning, and analysing qualitative and quantitative data, employing statistical techniques to derive insights and inform evidence-based decision-making.
- **Statistical Competence:** Skilled in applying advanced statistical methods to analyse complex datasets, drawing meaningful conclusions and trends from raw data.
- **Data Interpretation:** Capable of interpreting data patterns, trends, and correlations to provide actionable insights and recommendations to improve program effectiveness.
- **Data Quality Assurance:** Experienced in conducting data quality assessments to ensure accuracy, completeness and the reliability of collected data.
- **Advanced Tools Utilization:** Proficient in using data analysis tools, including Python and Excel, to manipulate, process, and analyse data efficiently.
- **Adaptive Learning:** Continuously updates data analysis techniques, keeping pace with emerging trends and methodologies in the field of data analysis and dissemination.
- **Training and Capacity Building:** Highly competent in providing training and support to colleagues and partners to build their capacities in innovative data management tools and methodologies.

### ❖ Programme Development and Management Expertise

- One of the skills I have developed as a planning and monitoring officer is in Identifying strategic intervention points by conducting comprehensive

analyses of socio-political-economic trends, aligning programs with emerging needs and priorities.

- I am also adept in Work Planning to effectively monitors program work plans, ensuring compliance and providing training and guidance to the team for objective achievement.

❖ **Partnership, Coordination, and Collaboration**

- Experienced in collaborating with internal and external stakeholders
- I am very good at adapting, this is particularly demonstrated in my ability to effectively fit into various jobs.

## WORKING EXPERIENCE

❖ **Planning & Analytics Officer, Department of Planning, Analytics & Monitoring** **2021 - present**

**Office of the Head of the Civil Service of the Federation (OHCSF)**

- ❖ Team member in drafting the new framework for measuring the performance of quarterly activities
- ❖ Team member in drafting the yearly fiscal budget which comprises the personnel, overhead and capital spendings
- ❖ Contributed to a collaborative team tasked with harmonizing the payroll and nominal roll of OHCSF with data from the Budget Office. This initiative led to the identification and removal of 148 ghost workers, demonstrating effective problem-solving and data reconciliation skills
- ❖ Member of Central Delivery and Coordinating Unit, OHCSF; saddled with coordinating and tracking of performance data of the nine priority areas of the Federal Government
- ❖ Mentorship and training of Student Interns
- ❖ Achieve 100% compliance in data reporting of ministerial mandate of OHCSF to the office of the Secretary to the Government of the Federation
- ❖ Member of the Freedom of Information Act Standing Committee in OHCSF, responsible for providing feedback and monitoring of activities regarding adherence to FOI Act.

❖ **Processor AI (Freelance)** **2021 -2023**  
**Hausa Speech Annotator**

- ❖ Annotation of Hausa Speech on Loft 2.0
- ❖ Reviewer of Hausa Annotation

❖ **Education Officer, Federal Science & Technical College Kafanchan** **2017-2021**  
**Federal Ministry of Education**

*Posted as Physics instructor, Federal Science and Technical College Kafanchan, Kaduna State, Nigeria, in 2018*

- ❖ Achieved 98%,100%, 97% students' passing rate at senior secondary external examination consistently from 2019 to 2021
- ❖ I Introduced and coordinated python coding to the Junior Engineers and Technicians (JETs) club society from 2019 to 2021

❖ **Assistant End-Cashier**

**2015 - 2017**

**Hajar Bureau de Change**

- ❖ Achieved increased sales which results to a 100% increase in weekly bidding amount by our company from \$10,000 to \$20,000
- ❖ Reduced delay in submission of weekly sales return to Central Bank of Nigeria (CBN)

❖ **Variation Control Intern (Police Pay Office, Sokoto Command)**

**2013-2014**

**National Youth Service Corps (NYSC), Sokoto State**

- ❖ Updated the group register of Sokoto command's police officers with 2013 emolument records, leading to the delisting of transferred and absconded police officers

❖ **Student Industrial Attaché**

**2011 - 2012**

**National Metallurgical Development Centre, Plateau, State**

- ❖ Responsible for conducting tensile and compressive test for metals

## **EDUCATIONAL QUALIFICATION**

- ❖ **MSc in Applied Geophysics** **2024**  
University of Abuja
- ❖ **Post Graduate (Professional) Diploma in Education** **2019**  
Ahmadu Bello University, Zaria
- ❖ **BSc (Hons) in Physics** **2013**  
University of Jos

## **VOLUNTEERING POSITION**

- ❖ **Peer Education Trainer on Adolescent and Reproductive Health, Sokoto State, Nigeria**  
**2013 – 2014**
  - Training and Mentoring Secondary School Children Peer Educators volunteers (PEs) on Adolescent Reproductive Health and Hygiene
  - Training Community Base Associations Women on HIV and Reproductive Health
  - Participate in community outreach on HIV and Reproductive Health
- ❖ **Information and Communication Technology Community Development Service (NYSC-CDS)**  
**2013 – 2014**
  - Volunteer Instructor on free basic ICT literacy in secondary schools in within Sokoto metropolis
  - Conducted free training on the overview and use of ICT for the Sokoto State Specialist Hospital

## **CERTIFICATION**

- ❖ **Microsoft Certified PowerBI Data Analyst Associate** **2024**  
(Certificate No. 0102AD-0O3A5B)

- ❖ **Philantropy University/fhi360** **2022**  
Planning for Monitoring and Evaluation
  - ❖ **DataCamp** **2022**  
Intermediate SQL Queries
  - ❖ **DataCamp** **2022**  
Introduction to Data Science in Python
  - ❖ **National Institute of Social and Economic Research (NISER)** **2021**  
Certificate of completion of a 3-month training program for conversion to planning officer cadre
  - ❖ **SkillUp by Simplilearn** **2021**  
Data Science with Python
  - ❖ **Udemy** **2020**  
Complete Python Bootcamp; from Zero to Hero in python
  - ❖ **University of Jos Microsoft Academy** **2012**  
Internet Computing Core (IC3)
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