

## JOB DESCRIPTION - Data Analyst (EXPERIENCED HIRE)

ROLE AND CONTEXT	KEY OUTPUTS / TASKS
<p><b><u>OBJECTIVES:</u></b></p> <p>To analyze and interpret company data, delivering actionable insights to support strategic decision-making and operational efficiency for Kapa Oil.</p> <p><b><u>QUALIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree in Mathematics, Economics, Computer science, Information system or Statistics.</li> </ul> <p><b><u>EXPERIENCE</u></b></p> <ul style="list-style-type: none"> <li>Minimum of 4 years experience as a Data analyst</li> </ul> <p><b><u>SKILLS/ KNOWLEDGE</u></b></p> <ul style="list-style-type: none"> <li>Strategic outlook</li> <li>Technical expertise in data models, database design development, data mining, and segmentation techniques.</li> <li>Proficiency with open source reporting packages like Superset, databases like SQL, SAP HANA, MY SQL, Python and programming languages like XML, SPSS, SAS, JavaScript, ETL frameworks, Power BI/Tableau.</li> <li>Meticulous in analyzing and validating data to ensure accuracy and reliability.</li> <li>Excellent Communicator: Can translate complex data into clear, concise insights for both technical and non-technical audiences.</li> <li>Team Collaborator: Engages effectively with cross-functional teams to understand and meet their data needs.</li> <li>Problem Solver: Adept at identifying business challenges through data and providing actionable solutions.</li> </ul> <p><b><u>Reports To</u></b></p> <ul style="list-style-type: none"> <li>Senior Management</li> </ul>	<p><b>Data Analysis &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>Create detailed reports and dashboards summarizing trends, patterns, and actionable insights across all company data streams.</li> <li>Deliver weekly and monthly insights that improve operational efficiency and enhance decision-making.</li> </ul> <p><b>Performance Metrics:</b></p> <ul style="list-style-type: none"> <li>Identify and track KPIs across departments (sales, supply chain, production, and marketing).</li> <li>Provide real-time analysis of performance against targets and suggest corrective actions.</li> </ul> <p><b>Predictive Analytics:</b></p> <ul style="list-style-type: none"> <li>Utilize advanced statistical techniques and predictive modelling to forecast market trends, consumer behaviour, and internal operational needs.</li> <li>Deliver quarterly presentations on trends and forecasts to the management team.</li> </ul> <p><b>Data Integrity &amp; Management:</b></p> <ul style="list-style-type: none"> <li>Ensure the accuracy, consistency, and security of company data across systems.</li> <li>Collaborate with IT to develop and implement databases, data collection systems and analytics strategies to optimize statistical efficiency and quality</li> </ul> <p><b>Stakeholder Collaboration:</b></p> <ul style="list-style-type: none"> <li>Work closely with department heads to understand their data requirements and provide tailored insights.</li> <li>Lead cross-functional training sessions to enhance data literacy within the organization.</li> <li>To locate and define new process improvement opportunities</li> </ul> <p>To apply, send your CV to <a href="mailto:hr@kapa-oil.com">hr@kapa-oil.com</a></p>