



Online Career Page

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Research & Data Science Specialist, DAI Nigeria

Location: **Sub-Saharan Africa**

Location: **Nigeria**

City/Cities Location Details: **Abuja**

Job Code: **5818**

Description

Title: Research & Data Science Specialist

Reports to: Senior Manager, Strategic Communications & Knowledge Management

Location: Abuja with travel to program offices in Nigeria and work locations

COMPANY OVERVIEW

DAI Global is committed to sustainable development worldwide. We have corporate offices in the US, UK, Brussels, and Nigeria comprising of various Business units and programme offices in more than 100 countries. DAI's presence in Nigeria goes back to 1971 through the in-country implementation short-term assignments and multi-year programmes. In early 2018, DAI established a corporate presence in Nigeria to efficiently support DAI's growing portfolio of development programmes and to drive new business opportunities across public, donor, and private customer segments. DAI's recent sectoral experience in Nigeria includes governance, health, economic growth, education, and WASH. DAI's goals for the Nigeria office include more efficient

operations and diversified clientele and this requires strong knowledge management, engaged strategic communications, outstanding technical delivery and agile business development. To that end, new business, knowledge management, and technical delivery functions now supplement functions in operations, contract management and financial management. The strategic communications & knowledge management functions will serve as the lynchpin with all parts of the company through a mix of standard and on-demand tasks covering four key areas - corporate communications; knowledge management; new business; and technical delivery.

ROLE OBJECTIVE

The Research & Data Science Specialist will support the development of the data infrastructure at DAI Nigeria. Drawing on expertise in programming and database systems, he/she will support the development of a robust, integrated data infrastructure for the company. The Specialist will design reporting tools and provide structured analyses to ensure team members have the management reporting data, corporate strategy data, web analytic data and operational insights they need to make business decisions.

In line with the knowledge management & communications strategy, he/she will set up and maintain systems that produce high-quality data, synthesize data and generate insights for decision making to improve knowledge management, corporate communication, business development and program delivery. She/he will also be responsible for conducting high quality research, and technical writing deliverables. He/She will be part of a multidisciplinary team that produces high impact deliverables such as online resource databases, information dashboards, websites, research, case studies, discourse events, learning sessions, newsletters, and other media products that are relevant for employees, project teams, and clients.

QUALIFICATIONS AND PERSON SPECIFICATIONS

- Master's degree in a humanities or pure science course such as mass communications, literature, law, or statistics, mathematics, computer science, physics – from a top university.
- 9 years' experience with steadily increasing responsibility in research, big data analytics, technical or creative writing, communications, knowledge management roles.
- Strong qualitative and quantitative research skills are essential, excellent oral and written communication skills, must possess the ability to deliver technically rigorous documents.
- Certification in big data analytics and/or data modelling is a plus. For example, specific technology company certifications (Oracle, Microsoft, IBM, Cloudera) including Certified Data Management Professional, Hadoop Certification, Cloudera Certified Professional Data Engineer, Google Cloud Certified Professional Data Engineer certificate.
- Ability to write strong, maintainable code is a plus. Proficiency in programming languages such as Python, Linux, C++, Java, SQL, Unix, and capacity to build efficient data structures, pipelines, internal tools and algorithms for machine learning applications.
- Robust strategic thinking competencies and the ability to conceptualize bespoke projects that convert data into value and drive them from idea to execution.
- A willingness to apply unique perspectives to deploying technology as a KM solution
- A curious, creative & collaborative mindset, attention to detail, problem-solving attitude, an ability to work under pressure, adhere to tight deadlines & deliver high-quality work.
- Professionalism, cross-cultural competence, comfortable engaging in a global firm, a proven ability to work across multiple business functions and proficient at managing stakeholders.
- Demonstrated long term commitment to a career in international aid/development sector.

JOB RESPONSIBILITIES

Technology Responsibilities

- Responsibilities will include the design and maintenance of data warehouses, dashboards, and reporting tools for operational and business impact data.
- Will work with team members to understand their analytical needs, document, and prioritize requirements, and to help them effectively use data and analytical tools developed.
- He/She will develop innovative data solutions, and information processes for the company based on proficiency with data

mining, data analysis, machine learning and data infrastructures.

- Write extract, transform and loads (ETL) to automate routine data collection and reporting processes using a variety of traditional and distributed data systems.
- Technology: support the establishment of technology to manage programme and corporate knowledge such as a Project Resource Center and other relevant new technology that will optimize data analysis across multiple themes.
- Website Management: manage routine content updates for the DAI website in collaboration with the Nigeria SCKM team and Corporate Communications.
- Develop end-user documentation and provide hands-on training to team members to use existing and future data systems.
- Discourse Events: support the conceptualization, planning, management, and execution of successful virtual events including roundtables, seminars/webinars, workshops, conferences, and peer learning sessions.

Corporate Services Responsibilities

Strategy: support the development of strategies and work plans including the development of digital strategies as part of the broader KM strategy of the unit.

Knowledge Products: work with the team to conceptualize and identify themes to frame the generation of products such as but not limited to analytical reviews, evidence-based opinion pieces, annual reports, success stories, case studies, resources, guides and toolkits.

Coordination: ensure a high degree of technical accuracy, quality and ethical standards assemble external talent, supervise and provide strategic direction for associates, sub-contractors and short-term consultants in charge of web and graphic design, photography, videography, digital marketing and technical writing. Develop appropriate Terms of Reference, manage input scheduling, and review deliverables.

Learning: develop end-user documentation and provide hands-on training to team members to use existing and future data systems, engage partners and learning champions to lead the coordination of learning activities.

Branding: contribute to the DAI brand and communications resources such as report templates, slide decks, icons.

External & Internal Communications: contribute to internal & external newsletter development and dissemination to diverse audiences within and outside the company.

Programme Delivery Responsibilities

Billable Work: undertake billable project work in proven areas of expertise for various clients including external clients, projects and DAI Business units.

Technical Oversight: design and deploy innovative, user-centered digital tools and provide oversight for knowledge management technology activities with DAI-implemented programs in Nigeria. Provide coherent and consistent technical guidance in knowledge management, technology and data analytics.

Business Development Responsibilities

Develop Standardized BD collateral: contribute to proposal development by participating in incubators and designing digital strategies that integrate new opportunities, technology partners, and emerging digital tools.

*Any other duties as specified by line manager.

MODE OF APPLICATION

Qualified candidates should apply by visiting the careers page at www.dai.com no later than **17th March 2021**. DAI will only contact candidates that are successful at this pre-qualification stage. More information about DAI can be found on the DAI website; www.dai.com

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