DATA MANAGER

We are looking for a critical thinker, analytical and motivated individual with strong data management and analysis experience, and a passion for literacy to join our team!!

Job Overview:

Nal’ibali (isiXhosa for “here’s the story”) is a national reading-for-enjoyment campaign. Our mission is to spark a love of stories, build language and literacy skills, and promote lifelong reading culture in homes, schools and communities across South Africa.

Nal’ibali generates numerous data sets, that track impact in various interventions (research projects, programmes, innovations, content use, etc.). This role would be responsible for analysis & interpretation of data, drawing patterns and relationships between various data sets, generate insights and knowledge to inform learning. Ensuring development and maintenance of strong data management systems for all programmes. He/She will encourage optimal use of data, driving data integrity & accuracy at all levels. The successful candidate will ensure that all data is properly organized, consistent, and accessible to all units.

Key responsibilities:

<table>
<thead>
<tr>
<th>Data Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collect, organise and interpret quantitative and qualitative data from programme interventions,</td>
</tr>
<tr>
<td>content and communications units</td>
</tr>
<tr>
<td>• In consultation with the MER Specialist, determine the kind of data to be collected and identify</td>
</tr>
<tr>
<td>the resources with which to effectively collect them, use relevant tools to extract the data needed</td>
</tr>
<tr>
<td>and source missing data</td>
</tr>
<tr>
<td>• Compare and analyze provided statistical information to identify patterns, find answers to</td>
</tr>
<tr>
<td>specific questions, relationships and problems</td>
</tr>
<tr>
<td>• Setting up processes and systems to make working with data more efficient</td>
</tr>
<tr>
<td>• Researching new ways to make use of data</td>
</tr>
<tr>
<td>• Developing, implementing and maintaining databases</td>
</tr>
<tr>
<td>• Ensure the quality and accuracy of that data, then process, design, and present it in ways to</td>
</tr>
<tr>
<td>help people, businesses, and organizations make better decisions</td>
</tr>
<tr>
<td>• Producing reports and charts communicating trends within data</td>
</tr>
<tr>
<td>• Use graphs, infographics and other methods to visualize data</td>
</tr>
<tr>
<td>• Organize, implement, and enforce correct data collection policies and methods</td>
</tr>
</tbody>
</table>
### Salesforce Management
- Clean, align and upload data into Salesforce
- Prepare Salesforce Objects & Fields for data imports and app syncs
- Manage data cleaning to ensure records are complete, accurate and (where relevant) geolocated.
- Ensure regular updating of reading club, contact and organization databases, via network surveys and other means.
- Ensure streamlined, efficient management, analysis and use of campaign data.

### Digital systems development, maintenance & optimisation
- Oversee further development, maintenance and optimization of cloud-based Salesforce M&E database, including addition of new functions as identified and agreed upon by Leadership team
- Support other team to implement and integrate Salesforce database with other apps and platforms
- Identify, develop and implement additional digital tools to support and improve M&E and other functions at Nal’ibali, using external service providers where required.

### Research & Analysis
- Contribute to Nal’ibali’s research agenda.
- Support design and implementation of research projects (internal and external), which may include conducting research from time to time.
- Support analysis and reporting for research projects
- Manage external contractors when required
- Ensure data is shared and used to enable learning, adaptation, data-driven decision making and innovation across the organization at all levels.

### Requirements:
- Masters University degree or equivalent in data management, development studies, economics or a related field.
- Postgraduate research or certification in M&E advantageous.
- At least three years’ M&E, data management or research experience in the education or community development sector.
- Strong quantitative data cleaning and analysis skills and advanced MS Excel skills required.
- Experience using Salesforce cloud-based data management system is required in terms of development, management, data analysis, research and programme evaluation.
- Working with programme results frameworks
- At least 3-5 years management experience
- Experience in STATA will be advantageous
- MS Office (Word, Outlook, SharePoint, etc.)
- Good English report writing skills and presentation skills.
- Facilitation and training skills.
- Valid driver’s license strongly preferred.
• Fluency in another South African language is advantageous.

Person spec:
• Independent and driven self-starter, able to work proactively and solve problems independently.
• Focused, efficient person, able to meet deadlines in a fast-paced environment, with strong time management skills.
• Strong analytical skills and the ability to summarise disparate information in a clear and concise manner.
• Strong planning, decision making and problem-solving skills.
• Eager to learn, and ready to develop and master new skills.
• A team player, with well-developed interpersonal and communication skills.
• Familiar with donor monitoring, evaluation and reporting requirements.
• Excellent research and data collection methodology skills
• Consistently approaches work with energy and a positive, constructive attitude

Should you meet the above requirements, and you are up for a new challenge, please email your one-page motivational letter along with a condensed CV (no longer than 4 pages) to work@nalibali.org with your name and surname after “Data Manager” in the subject line, (e.g. Data Manager Application: Mr. Sipho Dlamini).

Closing date: 9 January 2023

For further information please have a look at our website www.nalibali.org.

If you do not hear from us by 31 January 2023, please consider your application unsuccessful.