TEACHFORNIGERIA

Organisation: Teach For Nigeria (TFN)

Role: Data and Impact Officer

Reports to: Senior Impact and Learning Officer

About the position

The role will focus on the management of TFN's data systems across the organisation. This involves maintaining and updating TFN's database to ensure records are complete and accurate, coordinating and administering data collection activities, conducting first-level analysis of available data, and being the first point-of-call for providing statistics and relevant evidence to support impact communication. This role will support with conducting insight and research projects to draw links across the various aspects of Teach For Nigeria's Leadership Development Program and the organisation overall and communicate these findings.

Key Accountabilities

Data system management

- Maintain and update TFN's databases to ensure records are complete and accurate
- Strong familiarity with all relevant data to be able to respond to requests from internal staff to provide key metrics and support where appropriate to integrate data into their communications

Data collection, analysis, and reporting

- Support the implementation of monitoring and evaluation plans by reviewing the data collection tools, and work plans, coordinating data collection activities, organizing, and participating in field visits, and initiating data reviews
- First-level data analysis of collected data
- Ensure data is up to date for use in deeper data analysis, visualizations, and reports to support the program level decision making
- Support in crafting quantitative and qualitative reports that are clear, accurate, and accessible to teams individually and across the organisation

Support wider evaluation work across the organization

- Work closely with the Senior Learning and Impact Officer and the Data and Technology Consultant to support improvements to Teach For Nigeria's measurement and evaluation framework to expand organization insights for continuous improvements
- Support internally or externally led measurements, evaluation, and research projects, including student outcomes and teacher effectiveness research

Qualifications and Experience

- A bachelor's degree in a relevant field
- At least two years of experience in relevant roles
- Experience and confidence in managing large datasets, matching datasets, and performing data collection, analysis and communication of results

- Experience in the education sector (e.g. in non-profit, research, government, etc.)

Skills, Attributes, and Knowledge

- A natural orientation to learn and continuously improve
- Ability to design and implement multiple and integrated systems and processes for gathering, analysing, and reporting on data
- Ability to visualise, articulate, and solve complex problems and concepts, and make recommendations based on available information
- Attention to detail and commitment to complete and accurate data systems and processes
- Strong prioritisation skills
- Strong organisation and planning ability
- Outstanding communication skills, ability to convey complex issues and analysis in a structured, clear way verbally, visually and via text
    - Verbal presentation of complex issues and analysis
    - Agility with multiple communication styles (prose, diagrams, charts, etc.)
    - Ability to synthesise conclusions with simplicity and clarity
    - Ability to design reports drawing on data analysis, identifying trends, drawing conclusions, and offering recommendations
    - Ability to present analysis either via Word reports or PowerPoint presentation
- Proficient skills in MS Office Suite, Google Suite, and API Connection management
- Intermediate experience with the Power BI data visualization platform