



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

VACANCIES

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of *"providing greater access to justice for all Fijians"* and to further strengthen its Corporate Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

V/No: DA 01/2023 DATA ANALYST (RE-ADVERTISED)

Position Purpose

The position reports to the Director Legal Aid Commission and the Business Operations Manager. Data Analyst is responsible to collect, compile, analyze and abstract statistical information relating to the case files and clientele of the Commission in a timely manner.

Key Responsibilities

Duties include but not limited to:

- Collect data and information on all types of services provided by the Commission including the number of applicants, advisory and duty solicitor services, first hour procedure, caseloads, types of cases, disposal rates, other case and file management data, etc.
- Ensuring that statistics are entered in the appropriate excel worksheets and a summary compiled to reflect accurate case file numbers
- Liaising and conferring with officers responsible for statistics in each office to allow for effective and correct flow of information.
- Ensure data and information is entered and captured accurately into the relevant database and or case file management system including any manual recording systems.
- Collating, processing, analyzing and interpreting of collected data from all the offices of the Commission, and reporting of required information on agreed periodic intervals.
- Monitoring and evaluation of statistics provided by each office to ensure that accurate statistics is submitted to management.

- Assist in the compilation of Annual Reports, budget submissions and any other reports as and when required.
- Developing and implementing the measures of accuracy and compliance such as, facilitating case file audits, etc.
- Preparing reports for the management stating trends, patterns and future improvement plans using relevant data.

Person Specification

Must have at least an undergraduate qualification in Official Statistics /Information System equivalent from a recognized institution and relevant work experience.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- 2 -3 years 'continuous experience in similar field.
- knowledge of automation software such as Power Bi and Dynamic 365 reporting
- well versed with database and or case management system;
- proficient with MS Suite; in particular MS Access and MS Excel
- practical knowledge of Gathering, Analyzing and Interpreting, Reporting statistical data;
- highly motivated, thorough and independent
- problem solver and results driven
- strong attention to detail and able to meet deadlines.
- ability to maintain confidentiality of data at all times.
- excellent communications and interpersonal skills.
- capacity to utilize computer programs to support the operations of the Commission
- ability to work under minimum supervision and achieve relevant outputs with strict deadlines;
- planning coordination and organisational skills and the ability to work as part of a team

Salary

In making the Legal Aid Commission an “employer of choice”, a lucrative salary package would be offered.

Application Process

To apply and be eligible for consideration applicants **must** submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.

3. Copies of academic transcripts which must include Grade Point Average (GPA).

The Legal Aid Commission has competitive open-merit based recruitment & selection process. **Candidates who do not submit the required documents as per the instructions will be excluded from the recruitment and selection process for non-compliance.**

Submission

Applications must be submitted by 12.00pm on Friday 27TH January, 2023; **late applications will not be accepted.**

Applicants are encouraged to submit their application by email to vacancies@legalaid.org.fj

OR

(Vacancy Title & Reference Number)

The Director

Legal Aid Commission

41 Loftus Street

Private Mail Bag

Government Buildings

Suva