



LEGAL AID COMMISSION
"An Equal Opportunity Employer"

POSITION DESCRIPTION

Employee:		Employee ID:	
Salary Scale:	[\$26,976.70 - \$35,360.95]	Position:	Data Analyst
Level	SA 02	Duty Station	Suva
Reports to:	Manager IT	Report	N/A

Objective:

The Data Analyst is responsible for interpreting data, analyzing results using statistical techniques, developing and implementing data analysis, data collection systems and other strategies that optimize statistical efficiency and quality. The Data Analyst is also responsible for acquiring data from primary or secondary data sources and maintaining relevant databases.

Key Responsibilities:

Duties include but not limited to:

- Efficient collection and capturing data for timely updates to the database
- Ensure that data interpreted are analyzed using statistical techniques and ongoing reports provided
- Ensure quality is developed and implemented in all databases, data collection systems, data analytics and other strategies
- Ensure that data acquired from primary or secondary data sources are updated into the database
- All database/data systems are well maintained
- Identify, analyze and interpret data trends and patterns as well as complex data sets
- Filter and Clean data by reviewing computer reports, printouts and performance indicators to locate and correct code problems
- Resolve all data related issues in a timely and efficient manner
- Provide superiors with analyzed data for decision making
- Demonstrate and Promote LAC image and values.

Person Specification:

- Must have at least a Bachelor in Information Technology/Computing with at least relevant data analyst certifications such as relevant certifications such as Certified Analytics Professional (CAP), Microsoft Certified (Power BI Tabulate), Data Analyst Associate, or Google Data Analytics Certificate are advantageous.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- At least 3 years' experience in a similar role
- Fully understand and correctly execute the Commission's internal and external reporting requirements
- Ability to prepare and submit robust and relevant periodic reports
- Ad-hoc request by Managers addressed in a timely manner
- Strong analytical and data interpretation experience and skills
- Experience in developing and maintaining databases and data systems, including data acquisition and cleaning
- Proven track record of identifying trends, patterns, and anomalies within data to support business decisions
- Encourage cooperation within and across the department/team
- Support the LAC values and strategic direction.

Eligibility

All applicants for employment in the Legal Aid Commission will be required to provide a medical and police clearance as a pre-requisite condition for employment.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment hence this job description may be reviewed to accommodate the change.

Data Analyst

Date

Manager IT

Date