



VACANCY FOR:

DATA ANALYST

JOB TITLE: Data Analyst

REPORTS TO: ESG Manager

JOB SUMMARY: Our Development Impact (DI) and Environmental, Social and Governance (ESG) teams are responsible for InfraCredit’s commitment to promote sustainable development that contributes to economic growth, social development, and environmental protection. InfraCredit’s mission is to successfully unlock the potential for long term local currency infrastructure finance in Nigeria, which is achieved by addressing multiple constraints at market, project, and end user levels. These are used to define, measure, and evaluate impact in our investments, through our Development Impact Framework.

A large amount of data is therefore gathered for each of the current and pipeline transactions in InfraCredit’s growing portfolio, relating to the development impact of a transaction, as well as considerations relating to its ESG performance. The database manager would be responsible for overseeing the collection and storage of high quality ESG and Impact data in line with InfraCredit frameworks and donor requirements, using the Seneca software recently acquired, and working with the ESG and DI team.



JOB RESPONSIBILITIES:

The resource person will be responsible for but not limited to the following:

1. Seneca Software

- Lead on the design, maintenance, and update of all DI and ESG data on SENECA software, including input and output databases.
- Work with the DI and ESG teams to gather and correctly store all metadata, methodologies and supporting documents associated with data, milestones, and indicators for development impact and ESG in Seneca.
- Ensure that all data and associated documents are accessible to at least all of DI and ESG team, with process for each transaction updated on Seneca.

2. Quality control

- Ensuring that data submitted is complete and passes internal quality control checks, raising any queries with the data with the client company.
- Working with the DI team to agree and then checking sources and definitions of indicators and data submitted by portfolio companies.
- Ensuring aggregated data available internally and externally are current and accurate. This will include internal communications, as well as working with consultants on updates to the website.
- Training and support on data management for InfraCredit staff.
- Develop and review data management and quality assurance approach and procedures.

3. Data collection process support

- Communication and reporting with third party consulting firm collecting baseline data and milestones.
- Keep clear records of any variation in data definition and requirements from different donors.
- Work with team members to integrate these areas into their checklists and processes, transaction documentation (recourse deed) etc.
- Develop SOPs for data management.

Perform additional duties and responsibilities as may be assigned by the Chief Executive Officer.



SKILLS AND QUALIFICATIONS:

1. Minimum Education level – BSc or BA degree in management information systems, information systems or technology, computer science, statistics, economics, or other related areas. Additional training certification will be a bonus.
2. Post-graduate qualification (MBA/MSC) and or additional professional qualification in data management will be an added advantage.
3. A minimum of 2 years experience working with data and databases.
4. An interest or background in development impact or ESG is an advantage.
5. In-depth knowledge of database technologies, architecture, and data security.
6. Knowledge of best practices in database management.
7. Advanced analytical, leadership, and problem-solving skills.
8. Exceptional organizational skills and attention to detail.
9. Excellent interpersonal and communication skills.



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