



Right To Play Job Announcement for a Data Analyst

Background:

Right to Play (RTP) is committed to improving the lives of children and to strengthening their Communities by translating the best practices of sport and play into opportunities to promote development, Health and peace.

Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

Right To Play would like to fill the below described vacant position for its Office based Kigali, Country Office.

Position : Data analyst

Reporting to : Monitoring and Evaluation Officer

Location : Kigali, Gasabo District, Rwanda.

I. JOB SUMMARY:

The Data Analyst (DA) will assist Right To Play (RTP) M&E team to meet monitoring and evaluation requirements. As such, s/he will work directly with and be supervised by RTP M&E Officer with Regular interaction with RTP staff in the field will be required. The Data Analyst's responsibilities include, but not limited to data collection, data entry, verification and data reporting. S/he will ensure timely and consistent data collection, entry and reporting

II. KEY RESPONSIBILITIES

- Support RTP monitoring and evaluation tasks (planning, coordination of monitoring activities, training of staff, data collection, cleaning and analysis);
- With direction from the M&E Officer, support adherence to the project M&E framework;
- Establish and/or maintain a qualitative and quantitative data base for program activities
- Ensure availability of accurate and complete M&E data (both qualitative and quantitative)
- Ensure effective data entry, storage, records and files systems are set up, maintained and updated.
- Ensure proper filing of reports and data collection tools.
- Support on-going data collection, data entry and self-verification of data
- Identify gaps in data collected and facilitate development of M&E-related capacities among colleagues and stakeholders to ensure effectiveness
- Enable ownership and facilitate quality of data collected and data management for effective use by project staff
- Inform M&E Officer and project staff of significant issues and developments with regards to the data collected and the data base
- Provide regular reports on the status of databases.
- Ensure there is no duplication of data, target groups, and activities implemented within the framework of the program.
- Identify and locate backup documentation for reporting against indicators.
- Conduct site visits when requested to monitor and assist partners in data collection process to insure data quality
- Assist in organizing quarterly data control and verification with various data sources.
- Support training for RTP staff as required on data collection as required;
- Support communication and dissemination of lessons learnt; and
- Support planning, logistics and coordination of RTP consultants/technical assistance visits as required.
- Other tasks as identified by the Organization

III. Qualifications

a) Education/ Training/ Certificate

Required: University level studies in Education or Statistics

b) Experience and Core Competencies

Required:

- Minimum 2 years in data collection and data analysis position
- Strong computer skills in Microsoft Office (Excel and Access database in particular).
- Demonstrated interest in development issues and practice;
- Interest and commitment to sport and recreational activities;

- Well-honed research and writing skills;
- Strong personal initiative, resourcefulness and capacity to work individually;
- Proven ability to work as part of a team;
- Strong problem solving skills;
- Strong communications and writing skills;
- Fluent knowledge of spoken and written English and Kinyarwanda.

- I. **Salary** : We offer a competitive salary
- II. **Employment Start Date** : As soon as possible
- III. **Contract Duration** : One year contract renewable (Maternity Leave vacancy)

Contact:

If you are interested in applying for this position, Applications (CV, notified academics documents and names of three references) must be submitted to the Country Manager of Right To Play Rwanda, at Right To Play Rwanda Country Office, located at **Kimihurura, Gasabo-District**, near **Ogopogo Restaurant**, House KN 14 KN 14 no later than **April 30th 2014 at 5.00 pm**

Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at
www.righttoplay.com