PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF WORKS & HIGHWAY	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSSPDS14		
OFFICE:	DESIGNATION/CLASSIFICATION: *COORDINATOR DATA ANALYST*		GRADE 12	
DIVISION: *HUMAN RESOURCES*	LOCAL DESIGNATION: *COORDINATOR DATA ANALYST*			
BRANCH: *STAFF PROFESSIONAL DEVELOPMENT SERVICES*	REPORTING TO: *ASSISTANT SECRETARY- STAFF PROFESSIONAL DEVELOPMENT SERVICES*	SYS. POS. NO:	REF. NO: 60CSSPDS01	
SECTION:	LOCATION: *HEADQUARTERS*			

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Create

2. PURPOSE

To identify raw data into information and insight in which the information can be used to make the Human Resource Development decisions in the Department.

3. DIMENSIONS

3.1 Operates within headquarters. The position operates within the functions of the Staff Professional Development Services Branch in the areas of Management and Data Analyzing.

4. PRINCIPLE ACCOUNTABILITIES

Responsible to the Staff Development Services for the effective operation of the Human Resource Development function of the Department.

5. MAJOR DUTIES

5.1 Developing and maintaining databases, data systems – reorganizing data in a readable format for all the information of the Staff Professional Development Services and Technical Training Services.

5.2 Assigning numerical value to essential core functions of the Human Resources Development so that the Branch performance can be assessed and compared over periods of time.

5.3 Filter Data by reviewing reports and performance indicators to identify and correct code problems

5.4 Prepare reports for the management stating trends, patterns, and predictions using relevant data.

5.5   *Working with programmers, engineers, and management heads to identify process improvement opportunities, propose system modifications, and devise data governance strategies.*

5.6   *Using automated tools to extract data from primary to secondary sources.*

5.7   *Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction.*

5.8   *Removing corrupted data and fixing coding errors and related problems.*

5.9   *Analyzing local and national trends that impact the organization.*

5.10   *Prepare final analyzing reports for the HRD to understand the data –analysis steps, enabling them to take important decisions based on various facts and trends.*

6.   NATURE AND SCOPE

The position is within the Management level of SPDS Branch and reports directly to Assistant Secretary-Staff Professional Development Services Branch.

6.1 WORKING RELATIONSHIP

(a) Internal

Reporting directly to Assistant Secretary Staff Professional Development Services Branch. Responsible for Coordinator Data Analyst

(b) External

Liaise with Professional Bodies

6.2 WORK ENVIRONMENT

This is a statutory specialist position located within Department of Works, Headquarters Staff Professional Development Services Branch and is responsible for the efficient collection and reporting of data analyzing for the Human Resource Development that meet the needs of the Department.

7.   CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**

    This job operates within and is guided by the DoW&H training policy, procedures and DoW&H Policy guidelines.

- **Decision**

    Decisions taken shall be in line with DoW&H training policy and procedures and DoW&H Policy guidelines.

- **Recommendations**

    Any recommendations made should be in line with DoW&H training policy and procedures and DoW&H Policy guidelines.
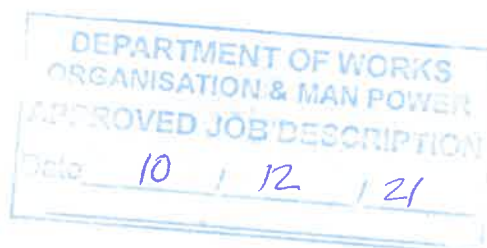
8. **CHALLENGES**
   (That part of the job which, in the job holder's view, presents the greatest challenge to a fully competent job holder. This statement should also indicate why it is a challenge)

   - Collect meaningful data.
   - Selecting the right tool .
   - Consolidate data from multiple sources.
   - Quality of data collected.
   - Building a data culture among employees.
   - Data security
   - Data visualization

9. **QUALIFICATIONS, EXPERIENCES AND SKILLS**
   (Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

   **(a) Qualifications**

   - *Bachelor Degree in Computer Science/Economics*
   - *Diploma in Information Technology*
   - *Post Graduate in Data Analytics*

   (b) Knowledge

   - *Excellent ability for critical thinking, creativity, communication and presentation skills that can operate a systematic and logical approach to problem- solving.*
   - *Sound understanding of function, roles and responsibilities of HRD within the Department.*

   (c) Skills

   - *Strong mathematical skills to help collect, measure, organize and analyze data*
   - *Knowledge of programming languages like SQL, Oracle, R, MATLAB, and Python*
   - *Knowledge of how to create and apply the most accurate algorithms to datasets in order to find solutions.*
   - *Problem Solving Skills*
   - *Accuracy and attention to details*
   - *Adept at query, writing, reports and making presentations.*
   - *Team- working skills*
   - *Verbal and written communication skills*
   - *Proven working experience in data analysis*
   - *Proficiency in statistics and statistical packages like Excel, SPSS, SAS to be used for data set analyzing*
   - *Knowledge of data visualization software.*
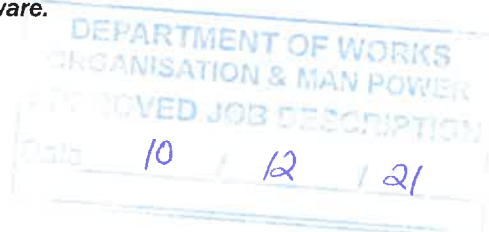
(d) Work Experience

Extensive experience in HRD functions in the Public Service with minimum of 5 years in Data Analyze.