

Vacancy Notice

Non-Bank Financial Institutions Regulatory Authority (**NBFIRA**) invites suitably qualified individuals to apply for the following vacancy:

DATA MANAGEMENT ANALYST

Main Purpose of the job

Responsible for the collection, processing and analysis of data from Non – Bank Financial Institutions

Key responsibilities

- To develop business intelligence content that support and improve the Authority's processes.
- Development of reports and visualisations from the user requirements.
- Development of Dashboards for different levels of the organisation.
- Make regular follow-up with the NBFIs to submit the data on time and in the format required.
- Data aggregation, merging and summarisation where required.
- Data re-coding based on rationalised code lists where required.
- Data validation and cleaning using edit specifications.
- Conduct checks and verifications on the data for completeness, accuracy, coherence etc.
- Research and apply best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise.
- Perform any other duties as required which are commensurate with the position

Qualifications and Experience

- At least a Master's degree in Statistics or Finance or related fields from a recognised institution.

- Professional qualification on data analytical tools would be an added advantage
- Experience in working with business intelligence development tools (e.g. Power BI, Tableau, etc.)
- Experience with working with databases
- At least 3- 4 years of similar experience post-qualification

Skills and Competencies

- Data management practices and tools
- Proficient in the use of computers and software relevant to the job
- Methodical and organised, attentive to details
- Conceptual and practical thinking
- Customer focused
- Ability to work independently and without much close supervision
- Team player

Interested candidates who meet the requirements are invited to submit their applications, CV, certified copies of their academic qualifications.

The names of and contact details of two referees (2) who know you in a capacity to comment on your suitability for the position applied for. One of the referees should be either your current or previous employer.

Preference will be given to qualifying citizen applicants. Further, kindly note that only shortlisted applicants will be responded to.

All applications referencing the positions applied for should be sent to the following email address:

recruitment@nbfira.org.bw

Closing date of applications is on **September 22, 2024**.

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