

Data Analyst

For immediate posting

Introduction

CAHF is a non-profit mission-driven company with a vision for enabled affordable housing finance systems in countries throughout Africa, where governments, business, and advocates work together to provide a wide range of housing options accessible to all (see www.housingfinanceafrica.org). CAHF's mission is to expand Africa's housing markets for all of its residents, through disseminating research and market intelligence, and supporting cross-sector collaborations and a market-based approach. The overall goal of the CAHF's work is to see an increase of investment in affordable housing and housing finance throughout Africa: more players and better products, with a specific focus on the poor.

A key aspect of this work has been the development of the Citymark dashboard (see <http://www.housingfinanceafrica.org/citymark/> for a public version). By merging data from a variety of sources onto a single platform for inclusion in a master business intelligence dashboard application, the tool provides users with a user-friendly, timely and accurate sense of local housing markets, from the suburb to the municipality. We have created over 100 indicators to convey what drives housing markets, what housing types, price ranges, densities and business models are suitable from area to area. By using trends, benchmarks and comparisons, users are able to get a clear sense of housing market strength and opportunity.

The dashboard is built in the world's fastest growing business intelligence application, Tableau Software (www.tableausoftware.com).

We currently seek a data analyst, a person capable of screening and managing existing datasets for suitability, building new datasets and platforms from the data, mapped and made functional within our dashboard software.

Background

CAHF has developed the means by which large datasets are merged and exported onto a business intelligence platform. Confidential data is procured from a wide variety of sources, joined and extracted onto a dashboard (CityMark), which is provided to the public on its website, as well as provided to clients on a proprietary basis in reports and custom dashboards. CAHF requires day-to-day support of the development and operationalization of its database platform and business intelligence dashboard focused on affordable housing markets within South Africa. The work will require joining and configuring several datasets to the specifications required for use within the dashboard; replicating specific indicators within the data platform; establishing the means by which the data platform can be automated; and documenting the work processes created.

Responsibilities

Data Capturing and Importing

- Submit specifications for data to contracted service providers / data sources (when applicable)
- Receive data from data sources as per contract and specifications
- Capture received data into Citymark (when required)
- Format received data and import into Citymark (when required)

- Test and manage that received data is accurate and complete, and manage feedback and fixes with data providers
- Address any data accuracy and completeness issues with service providers / data sources
- Test and manage that all imports are completed accurately and completely
- Address any data import accuracy and completeness issues
- Report on data accuracy, completeness and importing progress as defined / required

Data Management and Analysis

- Perform base-line data analysis and present data findings, insights and interpretations answering requests as per client and director's request and instruction
- Working closely with Citymark director, explore new datasets for adaptability to Citymark system, relevance to the housing market, innovativeness, replicability and ease of use;
- Develop means of mapping datasets with geocoordinates or developing various workarounds, including geocoding and importing into Citymark;
- Develop and maintain the means of updating the data platform from established data sources on a regular basis
- Maintain exposure and familiarity with emerging database management and integration tools and technologies
- Report on data analysis and management as required / defined

Process Documentation

- Develop and maintain documentation for data platform management including indicator definitions, data libraries, images, file locations, key links, and other background information as needed to confirm processes and methodologies, establish intellectual property and instruct other staff as needed.

Qualifications

- Relevant systems qualification (BI, SQL, Excel, Access)
- Data design, entity relationship modeling and dimensional modeling
- Data warehousing, ETL or integration and data quality
- Data security, storage and management protocols and practices
- Familiarity with geocoding, shapefiles, place-based data analyses.

Experience

- At least 1 years' experience working in business intelligence dashboard, such as Tableau
- 2 years' experience in data design, entity relationship modeling and dimensional modeling
- 3 years data management and analysis experience
- Housing or financial sector experience (preferable)

Please contact Adelaide Steedley, at Adelaide@housingfinanceafrica.org, or 078 6337640.