

Role Description – Temporary Assignment

INFORMATION MANAGEMENT ANALYST - C19RM - 100%
(STARTING AS SOON AS POSSIBLE MAY 2021 – ENDING 31.12.2021)

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

The Global Fund is currently seeking an Information Management Analyst to support the Covid19 Response Mechanism (C19RM) Secretariat of the Global Fund.

The C19RM Secretariat works closely with other departments to collect, store, analyze, and present data so that the Global Fund is able to invest C19RM funds strategically and ensure effective monitoring and oversight. The C19RM Secretariat supports the information and investment management needs of the C19RM Investment Committee as well as information and analytics related to monitoring and oversight and reporting to the Board. The team ensures that high quality data and reports are available in the right form to those who are making key decisions, including the Global Fund Strategy Committee, Audit and Finance Committee and the Global Fund Board. The Information Management team within the C19RM Secretariat also provides analytical support for reinvestment of C19RM savings and additional funds to top up grants as needed, in which additional funding is made available to fund prioritized C19RM unfunded quality demand.

Under the supervision of the C19RM Specialist, Information and Investment Management, the Analyst will use problem-solving and technical skills to deliver data and reporting solutions in Excel and Tableau. The candidate must be capable of working with a diverse group of stakeholders, perform high quality and detailed quantitative analysis, and present analysis and results in a meaningful and intuitive format to drive decision-making.

Key Responsibilities

Main Tasks:

- Overall: deliver business intelligence reports, dashboards, analysis and presentations (including data preparation, analysis and insight generation). To do this:
- Leverage Tableau functionality (tableau prep, parameters, actions, tooltip modifications, API, etc.) to maintain, improve and create new analytical dashboards.
- Leverage advanced Excel functionality for analysis
- Interact directly with client stakeholders who are in business and/or technical roles to develop a strong understanding of business requirements
- Work with the C19RM Information Management team to structure ambiguous business problems and recommend visualization solutions and insights
- Work with the C19RM Information Management team to develop new processes and tools to easily collect, analyse and report on information emerging from the C19RM funding process
- Collaborate closely with IT on data solutions/analytics
- Create and maintain design and production system documentation (e.g., user guides)
- Perform data quality assurance checks to identify and understand data anomalies and improve systems to enhance data quality

Deliverables:

- a. Produce daily, weekly and monthly standard reporting for internal and external stakeholders (including published trackers, management dashboards, presentation slides for the Board, KPI submissions, C19RM Unfunded Quality Demand, etc.) Ensure 100% quality and timeliness in regular dashboards and reports, problem-solving urgent solutions on occasion. (on-going)
- b. Provide analytical/technical expertise to enable the Investment Committee to make informed investment decisions related to core C19RM funding and the reinvestment / optimization of available funds (on-going)
- c. Provide ad hoc analysis as needed, accessing and manipulating a broad range of Global Fund data sources. (on-going)

3. Candidate profile

Qualifications

Essential:

University education in Statistics, Mathematics, Information Technology or any equivalent with a strong quantitative component.

Advanced proficiency in Excel for data analysis and visualization

Advanced proficiency in Tableau for data analysis and visualization

Professional proficiency in PowerPoint

Desirable:

Master's Degree in Statistics, Mathematics, Information Technology or any equivalent with a strong quantitative component.

Experience

Essential:

Professional work experience delivering business intelligence solutions for decision-making, including experience in data analysis, visualization and presentation, dashboard design and delivery. Dashboard designs will need to be both aesthetically pleasing as well as useful/functional.

Experience in performing data quality assurance

Competencies

Essential

Perform well under time constraints, and manage multiple tasks within assigned deadline

Excellent analytical skills and strong attention to detail

Excellent problem-solving, design, debugging, and testing skills

Effective oral and written communication skills

Proven record of interacting and maintaining good working relationships with individuals of varying social and cultural backgrounds

Attitude of constant improvement: Finds ways to improve processes/output, to better deliver on the organization's goals. Shows drive to identify issues and proactively solve them

Languages:

Fluency in English / French - desirable

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
