

BUSINESS UNIT: NICD
DISCIPLINE: MANAGEMENT AND ADMINISTRATION
LOCATION: SANDRINGHAM
POSITION: LEAD DATA ANALYST (RE-ADVERTISEMENT)
PAY GRADE: D2
REFERENCE NUMBER: NICD0725-001-05

The Lead Data Analyst is responsible for the strategic design and optimisation of the Surveillance Data Warehouse and its analytics environment. By leveraging deep expertise in data architecture and a nuanced understanding of stakeholder information needs, the incumbent ensures the delivery of accurate, actionable insights that support surveillance and public health objectives. This role leads data quality initiatives, drives analytical innovation, and fosters cross-functional collaboration to enable evidence-based decision-making across the organisation.

Key Job Responsibilities

■ Drive improvements in data accuracy within the Surveillance Data Warehouse by leading collaborative efforts with cross-functional specialists to identify and resolve data quality issues. ■ Oversee data profiling and report design, ensuring outputs are validated and aligned with the evolving information needs of internal and external stakeholders ■ Proactively identify and recommend system enhancements to address changing business requirements and stakeholder expectations, ensuring continuous improvement in data services ■ Establish and maintain robust data mining frameworks, including coding standards and analytical methodologies, to support scalable and efficient data analysis ■ Contribute to the development and refinement of data governance policies and procedures, ensuring alignment with organisational standards and regulatory requirements ■ Conduct strategic research and provide expert recommendations on data mining tools, services, protocols, and standards to support procurement and system development initiatives ■ Lead the design and deployment of complex data queries, ensuring timely and accurate responses to business intelligence needs in support of the organisation's surveillance mandate ■ Champion quality assurance practices across data mining and analysis activities, promoting consistency, reliability, and integrity of analytical outputs ■ Manage change control and testing processes for modifications to data models, ensuring that updates are thoroughly validated and documented ■ Define and maintain data definitions for new and existing database structures, ensuring clarity, consistency, and usability across the organisation ■ Profile data and design reports to meet stakeholder information needs ■ Support researchers by facilitating access to relevant data parameters, ensuring alignment with research objectives and data integrity standards ■ Design and execute comprehensive testing protocols, including test scenarios and scripts, to validate data solutions against business requirements and quality benchmarks. ■ Mentor and coach team members, fostering a culture of continuous learning, cross-training, and knowledge sharing to build analytical capability.

Minimum requirements & key competencies

■ Bachelor's degree in Biological sciences, Epidemiology, Computer Science or Health sciences ■ Postgraduate qualification in Epidemiology, Public Health, or a relevant discipline (Desirable) ■ Training in Data Warehousing and Data Quality (Desirable) ■ Certification in MicroStrategy or other enterprise analytical reporting tool (Desirable) ■ 8 years' experience in data analytics, data warehousing, data quality or analytical reporting, of which 3 years should be at a supervisory or team lead level ■ Experience in data warehousing and/or data analysis and/or data quality and/or analytical reporting ■ Proficiency with data visualization and reporting tools, including MicroStrategy, SQL and Power BI ■ Minimum of 1 year laboratory experience (Desirable) ■ Strong understanding of data mining models, structures, theories, principles, and practices ■ Understanding of South African data protection regulations (e.g. POPIA)

■ Knowledge of data modeling. Strong familiarity with data preparation and processing ■ Knowledge of applicable data privacy practices and law
■ Knowledge of data quality management practices ■ Knowledge of Python (Desirable) ■ Proven analytical and problem-solving abilities ■ Ability to conduct research into data mining issues, practices, and products as required ■ Keen attention to detail ■ Advanced communication (verbal)
■ Strong technical documentation skills ■ Highly self-motivated and directed ■ Ability to work in a team-oriented, collaborative environment
■ Advanced computer skills ■ Good interpersonal skills ■ Ability to lead workshops and to present ideas in a user-friendly language ■ Ability to effectively prioritize and execute tasks in a high-pressure environment ■ Time management ■ Ability to communicate with senior managers.

Enquiries may be directed to Mammei Hlehlisi- Galo @ 011 555 0581, email full applications to Recruiter4@nicd.ac.za