



Position: Business Intelligence / Data Analyst – E-learning Platform (Senior Associate)

Organization Context: Clean Technology Hub is solving what is arguably the biggest challenge on the continent: youth unemployment. In West Africa, 40-85% of youth, more than 50 million, are either unemployed or underemployed. Meanwhile, job creation in the region is on the rise. The disconnect between work-ready youth and the employment market must be bridged. Africa's journey toward green economic growth represents a pivotal shift toward sustainable development, striking a balance between economic prosperity and environmental stewardship. This is where the concept of "Green Growth" comes in. It's about building strong economies that are also sustainable and climate-friendly. This means looking at sectors like agriculture, energy, health, and Technology through a new sustainability lens and focusing on driving businesses, enterprises, and young people ready for work in the emerging green economy. Our E-Learning Academy is the vehicle through which we will get these businesses and communities ready for the ongoing energy transition. Our E-Learning platform is the online repository and platform to transition over 70% of our start-ups into scalable businesses and young people into employment, entrepreneurship, or education/training opportunities.

If you are passionate about development, possess the necessary skills to get the job done, possess a rare combination of attention to detail, great optimism, and pragmatism, and a can-do attitude that takes on difficult challenges, look no further, Clean Technology Hub is the perfect place for you!

See details of the role below:

Responsibilities:

Data Collection and Management:

- Collect, organize, and maintain data related to program outcomes, participant demographics, and stakeholder engagement.
- Develop and implement data collection protocols and systems to ensure accuracy and completeness of information.
- Enable the monthly/quarterly dashboards, and operational monitoring, as well as participate in strategic discussions, and figure out ways to approach key strategic decisions (revenue collection, pricing, strategic partnerships, etc.)



Data Analysis and Reporting:

- Analyze quantitative and qualitative data to identify trends, patterns, and insights relevant to program effectiveness and impact.
- Prepare comprehensive reports and presentations to communicate findings to internal stakeholders, funders, and partners.

Strategic Decision Support:

- Collaborate with program managers and senior leadership to identify key performance indicators (KPIs) and metrics for measuring program success.
- Provide strategic insights and recommendations based on data analysis to inform programmatic decision-making and resource allocation.

Process Improvement:

- Continuously evaluate and refine data collection processes and methodologies to enhance the efficiency, accuracy, and relevance of data insights.
- Identify opportunities for process improvement and innovation to optimize program outcomes and organizational effectiveness.
- Run full evaluations/metrics for program impact every quarter at all program sites.

Stakeholder Engagement:

- Serve as a key point of contact for internal and external stakeholders seeking data-driven insights and information.
- Collaborate with cross-functional teams to support data-driven decision-making and promote a culture of accountability and transparency.

Others

- Assist with platform management and collaborate with UI/UX designers on troubleshooting and problem-solving.
- Assist with budget, work plan, and resource requirements for the BI Unit



- Provide training in BI / M&E (and accompanying tools such as Salesforce, Formstack) for relevant program and support staff
- Make regular reports for team/leads highlighting program trends; prepare documentation for review at meetings.

Competencies

- Highly qualified in excel, databases, statistics, and other data management systems
- Communicate complicated matters in a simple, structured way to senior management
- Increased emphasis on analytics. One important success factor is building a fact-based case for change. Strategic initiative leaders need to be comfortable with ambiguity and working with large amounts of data and information.
- Comfortable taking calculated risks and advocating for new ideas; in the spirit of innovation and professional development, encourage and empower others to move outside of their comfort zone.
- Data Gathering and Insight Analysis- Ability to gather and analyze data on key data points such as edtech, climate tech, and Agritech sector trends, gaps, demographics, key skills mapping, policy makers, and venture trends, to proactively direct project goals
- Good analytical skills- Ability to gather and interpret data, reach logical conclusions, and present findings and recommendations. Use analytical skills and judgment to solve problems with limited information at hand.
- Strategic Thinking Ability to think, develop effective long-term plans, set goals and determine priorities, and identify potential risks and opportunities within the MB projects.
- A self-starter with the ability to work independently and deliver tasks within a short period and within budget.
- Teamwork and Collaboration: Ability to work effectively with people across various teams to achieve project goals.
- Learning and Innovation - Continuously seeks to learn, share knowledge, and innovate.



- **Problem-Solving Skills:** Ability to find the root causes of issues, analyze potential alternatives, generate possible solutions, make recommendations, and/or choose the best available option for the particular situation they face.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Are you the right fit? We would love to hear from you.

Please apply [here](#)