IIJ VACANCY

Data Analyst (SHORT TERM CONSULTANCY)

ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ) is located in Malta and has a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 8500 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the IIJ's website at http://www.theiij.org.

In 2020, the IIJ launched an Academic Unit to provide in-depth courses to criminal justice practitioners aimed at filling critical knowledge gaps necessary for successfully countering terrorism and transnational crime. In addition, the Academic Unit has developed a forward-leaning and ambitious Research Agenda framed around the needs of practitioners. The results of this research will feed back into the work of the IIJ, with the Institute's Academic and Programmatic Units being better able to guide the evidence-based development of good practices, thematic workshops and specialised training courses.

KEY TASKS AND DELIVERABLES:

The IIJ is currently seeking a Data Analyst for its Counter-Terrorism Academic Curriculum (CTAC) courses, which have been running since late 2020. Up to this point, the IIJ has successfully delivered 16 course iterations, offered in Arabic, English, and French, involving practitioners from 32 countries spanning Africa, the Middle East, and Southeast Asia. The IIJ is keen on utilising the data collected from these up to 600 eCTAC and CTAC application forms

of its selected or not selected applicants to analyse trends and needs, and inform improvements within the IIJ team to enrich our future proposals

The Consultant services will entail the following tasks (9 Days Maximum):

- To clean and analyse data from various sources to provide actionable insights.
- To create data user friendly dashboards, and visualisations.
- To create actionable insights communicated through presentations.
- To support decision-making processes by providing data-driven recommendations.
- To collaborate with cross-functional teams to address data-related challenges and opportunities.
- To work closely with the Research Assistant to draft regular reports summarising data analysis outcomes and recommendations.

Data Analysis: Analyse data using statistical methods and data visualisation tools to identify trends, patterns, and insights.

Data Reporting: Create and maintain dashboards, and presentations to communicate findings to stakeholders.

Data Interpretation: Provide data-driven insights and recommendations to support business decisions.

Data Cleaning: Clean and preprocess data to remove inconsistencies, errors, and duplicates.

Data Security: Ensure the confidentiality and security of sensitive data in accordance with organizational policies and regulations.

Data Documentation: Maintain documentation for data sources, methodologies, and analysis procedures.

Collaboration: Collaborate with other departments and teams to understand their data needs and provide support.

Qualifications and Skills:

The ideal candidate for the Data Analyst position should possess the following qualifications and skills:

- Bachelor's degree in a relevant field (e.g., Data Science, Statistics, Computer Science, Business Analytics).
- Proven experience as a Data Analyst or similar role.
- Proficiency in data analysis tools and programming languages (e.g., Python, R, SQL).
- Strong analytical and problem-solving skills.
- Ability to work with large datasets and databases.
- Experience with data visualisation tools (e.g., Tableau, Power BI).

- Excellent communication and presentation skills.
- Attention to detail and a commitment to data accuracy.
- Ability to work independently and as part of a team.

Reporting and Supervision:

The Data Analyst will report to the Academic Unit Programme Manager and will collaborate closely with the Monitoring & Evaluation Manager and theResearch assistant.

DEADLINE FOR APPLICATIONS

All interested applicants meeting the qualifications below are invited to submit a cover letter and CV to the IIJ Executive Secretariat at HR@THEIIJ.ORG by no later than 12 October 2023 with "AU_Data Analyst" in the subject line.