



JOB DESCRIPTION

Job Title:	Data Assistant
Programme:	Educational Quality and Assessment Programme (EQAP)
Location:	Suva
Reporting to:	Educational Assessment Specialist – Data Analyst
Direct Reports:	Nil
Purpose of Role:	To support data management processes in gathering, organizing and analysing assessment data. This role will also assist data analysts in their roles, improving efficiency in data analysis. The Data Assistant will perform regular maintenance checks and monitor the operations of databases to identify and report any issues to the relevant team.
Date:	June 2024

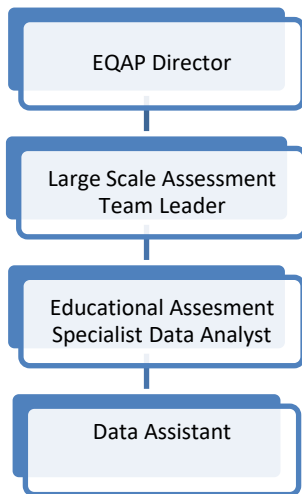
Organizational Context and Organization Chart

The Pacific Community (SPC) is an international organization working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. SPC has 27 member countries and territories including 22 Pacific Island members.

Background information concerning the position

The Large Scale Assessment (LSA) Unit has three assessment components that is responsible for, to deliver and support the countries with, and these are; the Pacific Islands Literacy and Numeracy Assessment (PILNA), the Pacific Assessment for Lower Secondary (PALS) and support the countries with their National Literacy and Numeracy Assessments. The PILNA is a regional assessment program that runs on a 3-year cycle and provides cognitive and contextual data on reading, writing and numeracy. The PALS is also a regional assessment, in its pilot stage and provides cognitive data on reading, writing, numeracy and science. In addition it collects data on contextual surveys. The assessments is responsive to regional priorities and provides quality data for policy decisions, intervention and resourcing of education efforts.

Organizational Chart:



Key Result Areas (KRAs):

The position of Data Assistant encompasses the following Key Result Areas

1. Data management and organisation
2. Reporting and support in analysis
3. Data security and compliance
4. Support administrative procedures in the use of data.

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>Data management and organisation (25%)</p> <ul style="list-style-type: none"> • Conduct regular data audits and data cleaning to identify and rectify inaccuracies. • Implement validation checks during data entry processes to minimize errors. • Set up a schedule for timely data entry and monitor adherence. • Develop and enforce data standardization protocols across all databases. • Provide training to team members on proper data management practices. 	<ul style="list-style-type: none"> • Data Accuracy and Integrity: Achieve and maintain a data accuracy rate of 98% or higher through regular audits and validation processes. • Timely Data Entry: Ensure all data is entered promptly and accurately within specified timelines, reducing data entry errors. • Data Standardization: Implement and maintain data standardization protocols, for improvement in data consistency across various databases.
<p>Reporting and analysis support (25%)</p> <ul style="list-style-type: none"> • Establish a reporting calendar with clear deadlines for each report. • Utilize data analysis tools to identify trends and patterns for insightful reporting. • Collaborate with members of the team and stakeholders to understand report requirements and expectations. • Implement a feedback mechanism to gather input on report usefulness. • Continuously upgrade skills in data analysis and reporting tools through training. 	<ul style="list-style-type: none"> • Timely Reporting: Generate and distribute reports within specified deadlines. • Data Insights: Contribute to actionable insights by providing well-analyzed data trends and patterns. • User Satisfaction: Collect feedback from stakeholders on the usefulness of reports and implement improvements.

<p>Data security and compliance (25%)</p> <ul style="list-style-type: none"> • Support with all areas relating to data matters always ensuring the highest standards of compliance. • Conduct regular security audits and address vulnerabilities promptly. • Ensure country assessment data is secure and not shared unless approval is given by the Director. • Ensure all team members are aware of and follow compliance protocols. 	<ul style="list-style-type: none"> • Compliance Adherence: Ensure strict compliance with data protection with no major compliance issues reported. • Regular security audits are taken, and issues are addressed. • Record of sharing of assessment data with approval by the Director is in place is in place. • Data compliance protocol is shared with the team.
<p>Support administrative procedure in the use of data (25%)</p> <ul style="list-style-type: none"> • Conduct regular process reviews to identify areas for improvement in the collection and the use of data • Support with administration and co-ordination of pupil data collections and analysis. • Support in collecting school enrolment; census and sampled countries • Upload coding information into electronic form • Support the team in the revision of the Assessment Implementation Manual 	<ul style="list-style-type: none"> • Process Efficiency: Identify and implement improvement opportunities annually, leading to overall departmental efficiency. • Data checks are carried out after the assessment data has been entered into the database. • Student enrolment data is in place before the assessment process begins. • Data collected from Country assessment Supervisors are analysed and revision addressed in the manuals for the next cycle

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Ensuring that all activities are coordinated within EQAP units as well as Ministries of Education to establish a supportive working environment with the PICs
- Synchronizing schedules to meet competing country requests
- Travel demands especially when there are unanticipated disruptions
- Working within tight specifications and requirements dictated by donors and partners
- Other urgent duties delegated by supervisors taking priority over core responsibilities

Functional Relationships & Relationship Skills:

Key Internal/External Contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> Ministries of Educations of member countries Educational bodies outside the region Consultants 	<ul style="list-style-type: none"> Communications regarding data collected from countries. Collaboration about integration
Internal <ul style="list-style-type: none"> Director EQAP Deputy Director EQAP Team Leaders within EQAP EQAP Finance Officer SPC colleagues from other divisions 	<ul style="list-style-type: none"> Discussions about work requirements Clarifications about work matters to improve quality of educational data. Meetings for reports and updates on progress of work program

Level of Delegation:

Routine Expenditure Budget: Nil

Budget Sign Off Authority without requiring approval from direct supervisor: Nil

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> A bachelor's degree in a relevant field such computer studies, analytics, mathematics, commerce from a recognized institution or equivalent work experience 	<ul style="list-style-type: none"> Experience on how to manage data Post graduate studies in the education field

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 3-4 years of experience in a data related field Experience in building teamwork, initiative and ability to adhere to strict multiple timelines Experienced and highly competent user of MS Office products including MS Word, Excel and SharePoint Work with highly sensitive information and maintain strictest levels of confidentiality. Experience in data gathering, analysis, interpretation and reporting 	<ul style="list-style-type: none"> Good knowledge of and experience in Pacific Island Countries Experience in working with analytical software

<ul style="list-style-type: none"> • Demonstrated ability to develop collaborative and productive work environment with teammates • Good working knowledge of English • Excellent communication and interpersonal skills with high standard of written and spoken English 	
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Key Skills /Attributes I Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Expert knowledge in collecting data, analyse and report on data • Positive professional attitude for the provision of high-quality service
Advanced level	<ul style="list-style-type: none"> • A flexible approach and a willingness to assist with a variety of other tasks within EQAP
Working Knowledge	<ul style="list-style-type: none"> • A high level of interpersonal skills and cultural sensitivity • Ability to set priorities successfully working with minimal supervision • Ability to work within timelines and to respond to stakeholders needs immediately. • Commitment to continuous improvements
Awareness	<ul style="list-style-type: none"> • Ability to work well with the Corporate Services team and with EQAP staff • Excellent oral and written communication skills • Ability to deal with confidential information in a professional manner • Ability to maintain confidentiality of information private to individual stakeholder and to maintain neutrality as a professional officer

Key Behaviours

All employees are measured against the following **Key Behaviors** as part of Performance Development:

- Demonstrating Personal Accountability
- Applying Expertise
- Working Together
- Creating Value for Customers
- Communicating Effectively
- Building Excellence

Personal Attributes

- Physically fit
- Clear and effective communicator
- Ability to effectively and efficiently handle queries from internal and external partners in any situation

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.