

Ministry of Natural Resources

Guyana Extractive Industries Transparency Initiative

VACANCY

Data and Information Analyst for GYEITI

The Ministry of Natural Resources is looking to fill the vacancy for a data and information analyst at the GYEITI National Secretariat, who will report directly to the National Coordinator. The candidate is expected to have a deep and thorough understanding of data and information analytics. GYEITI National Secretariat executes the decisions of the GYEITI Multi-Stakeholder Group which oversee the implementation of the EITI Standard in Guyana. This is, first and foremost, a Government commitment to improve the governance of the country's natural resources through greater transparency and accountability.

The successful candidate must be someone who is very data-driven and possesses strong analytical skills so as to regularly formulate and provide sharp insights and actionable summaries from data and information contained in EITI reports and various extractive sector entities and government agencies.

The successful candidate will transform data into information, information into insight and insight into recommendations for decision-making by the GYEITI Multi-Stakeholder Group. The successful candidate will help develop analysis and reporting capabilities, monitor performance of the relevant extractive sectors, entities and agencies to identify areas for improvements.

Duties and Responsibilities include, but not limited to:

- Collect, Review and Analyse data required for the preparation of EITI reports.
- Transform / reformat data and information into easy-to-comprehend presentations, tables and summary reports as required.
- Make data and information on revenue statements comprehensible, accessible and available to all stakeholders, including the MSG, Government, Industry, Civil Society and the public to enable informed decisions and debates.
- Use data mining to extract information from data sets in various EITI reports and other documents and identify correlations and patterns
- Organize and transform information into comprehensible articles, summaries and news bulletins.
- Use data to predict trends in the extractive sectors base and the country as a whole
- Perform statistical analysis of data
- Use tools and techniques to visualize and present data in easy-to-understand formats, such as diagrams and graphs
- Prepare summary reports and present these to the National Coordinator, MSG or Government as required
- Identify and recommend new ways to save time by streamlining data and information collection and dissemination processes
- Monitor data quality, identify and removing corrupt data
- Communicate with stakeholders, explain and present data content in multiple formats to diverse audiences to create greater public awareness about the contents of the GYEITI Reports

Required Skills

Candidate must possess strong analytical skills, capacity to work with large amounts of data, extract relevant information and draw logical conclusions in a timely manner and work efficiently under pressure.

The successful Data and Information Analyst candidate should have specific prerequisite skills and qualifications including:

- The ability to pay attention to detail when working with data and information in order to make accurate conclusions and predictions
- Strong verbal and written communication skills to effectively share findings with relevant stakeholders and audiences
- A solid understanding of data sources, data organization and storage
- Strong IT, MS Suite, Advance Excel, Mathematics and Statistics skills
- In-depth knowledge of statistical methodologies and data analysis techniques
- Knowledge of relevant extractive industries databases would be an advantage

Qualification and Experience

The candidate must possess the minimum of a Bachelor's Degree in Mathematics, Statistics, Computer Science or Economics. A Master's Degree in Data Science or Data Analytics would be advantageous.

Candidates should be able to demonstrate proven experience in important aspects of the job, such as reports and statistical analysis, working with data sets, data analysis tools, report preparation, and working with relational databases.
