

ROLE PROFILE: RESEARCH SPECIALIST

JOB IDENTIFICATION	
Job Title:	Research Specialist in Data Analytics
Department:	INSETA Skills Division
Date reviewed:	1 MARCH 2019
Location:	INSETA Head Office, Parktown, Johannesburg
Reporting Line:	INSETA Skills Planning & Research Manager
Full-time/Part-time/Contract:	Full-time
Grade	C Band
PURPOSE OF THE JOB	
To collect, and analyse quantitative research data and data sets within the insurance and related services industry, as well as in the broader South African context (STATS SA data, DHET data, HSRC data etc.) and design an efficient and effective data management system for INSETAs Research unit.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Analyse raw data on the databases. • Mine data from various sources. • Clean up, determine root cause and validate the accuracy of data. • Conduct data modelling and demand planning for skills development. • Work with a range of statistical software packages. • Create and use quantitative research methods to import, translate and manipulate data. • Optimise processes involving large data sets to improve performance and reporting. • Advise on policies and procedures for the collection and analysis of data. • Extracting and preparing bulk-reporting data files for SETMIS, QMR and NLRD. • Liaise with external IT support provider to ensure effective delivery of relevant services. • Support and maintain existing database systems. • Deliver high quality work on time and in a fast-paced high pressure environment. 	
REQUIRED QUALIFICATION	
Minimum Qualification Required:	Degree
Qualification (Preferred):	Research/ IT or information systems/ data management / Statistics / Engineering
REQUIRED EXPERIENCE	
Required:	Must have experience in working with databases and Business Intelligence Systems (years 5) Experience of working with data extraction software packages
REQUIRED COMPETENCIES	
Critical Competencies:	Research collation skills Data management and analysis Report writing Strong analytic and problem-solving ability Experience of producing dashboards / reports from varying datasets

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 08 September 2019

INSETA reserves the right not to make an appointment.

No late applications will be accepted.