



# Information Systems Analyst

Nairobi, Kenya

# About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Information Systems Analyst

## Role content and purpose

Working with teams of analysts, data scientists, developers, subject matter experts and advocacy specialists in the field of international development, you are a master of data discovery, systems, access, manipulation, preparation and analysis. You will become an expert on the development data landscape and be capable of mapping complex technological and regulatory frameworks while delivering both qualitative and quantitative research across a wide range of information system-related issues. You will inspire and deliver innovative approaches to ensure that DI remains in the vanguard of the revolution for sustainable data in development.

## Contractual details

Start date:	December 2021
Location:	DI's East Africa Hub office at Shelter Afrique Building, 4th Floor, Mamlaka Road, Nairobi, Kenya, PO Box 102802-00101
Salary:	KES 2,500,000 to 3,000,000 per annum, depending on experience
Length:	Fixed term contract for 1 year
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Duties and responsibilities

- Contribute to DI's work mapping data landscapes in East Africa at national and sub-national level
- Contribute to the technical element of DI's work in East Africa in promoting data interoperability and joined-up data standards
- Explore and monitor the development data landscape for new opportunities
- Investigate and appraise new and innovative data sources, data technologies and analysis techniques
- Promote ongoing work through the writing of articles, blogs and papers
- Represent DI externally in your area of expertise
- Build and maintain collaborative relationships with external data producers and users (in government, civil society, academia and other relevant organisations) at national or subnational level
- Be aware of data-related activities across the whole organisation and be willing to share knowledge and competencies across activities
- Assist in the development of new projects and identification of new and emerging opportunities.

## **Organisational responsibilities**

- Implement strategic projects and activities in line with DI's vision, mission, values and goals
- Maintain effective systems, ensuring they are consistent with DI's operational requirements and policies
- Demonstrate creativity in applying solutions.

## **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Support an ambitious organisation, actively taking part in helping to meet its goals and positively supporting change and development
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to take on new work as and when required and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

### Experience

#### Essential

- Minimum of four years' experience in a research environment dealing with complex data.

#### Desirable

- Experience working with government information systems
- Experience working in international development.

### Skills and abilities

#### Essential

- Good communication skills, including experience of working effectively with diverse audiences, both verbally and in writing
- Ability to retrieve and understand technical documents for data landscaping, including policy documents
- Ability to engage successfully with government officials at all levels
- Ability to conduct political economy analysis
- Ability to communicate complex technical issues to a wide non-technical audience, including statistical analysis to non-statisticians
- Fluent English speaker.

#### Desirable

- Intermediate programming skills using R statistical software and a working knowledge of statistics
- Fluent French speaker.

### Education

#### Essential

- A postgraduate qualification (or equivalent professional experience) in the field of data science, statistics, scientific research, semantics or similar discipline.

### Knowledge

#### Essential

- Demonstrable interest in socio-economic development

- An understanding of governance structures of developing countries
- An understanding of the efforts in the region to strengthen data systems that are more adapted to local context
- A willingness to develop expertise in government-led national data infrastructures and management information systems used in public administration.

### Desirable

- Sectoral expertise in health, education, water or agriculture
- Working knowledge of database architectures
- Working knowledge of data visualisation strategies, techniques and software
- A working knowledge of semantic web technologies.

### Personal attributes

#### Essential

- An inquisitive, open mind and the ability to think outside the box. A determined, agile, pragmatic and patient approach to problem solving.
- A commitment to sharing skills and knowledge, both formally and informally, across the organisation.

### Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

### Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

“People are our greatest asset” – it’s a well-used saying, but at DI it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Medical insurance
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days’ paid volunteering leave (addressing poverty/helping vulnerable people).

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