



## TERMS OF REFERENCE FOR DATA ANALYTICS SPECIALIST

### **Background:**

Association des Assureurs Au Rwanda (ASSAR). Founded on 16 October 1992, the Rwanda Insurers Association (ASSAR) stands as a pivotal institution within the nation's insurance sector, serving as an independent, non-profit entity dedicated to fostering a collaborative, innovative, and thriving insurance industry.

With a membership comprising 12 esteemed insurers, we are committed to elevating the standards and reach of insurance in Rwanda.

### **Job Overview**

We are seeking a highly skilled and experienced Data Analytics Specialist with a profound understanding of the insurance industry. The specialist must excel in producing industry reports through comprehensive reviews of existing data. This role will spearhead a sector-wide data initiative aimed at extracting insights from raw data to inform decision-making processes across businesses within the sector.

Key responsibilities include overseeing data input into our repository platform, conducting data analysis, managing data integrity, and daily monitoring of all associated IT responsibilities. The specialist will play a crucial role in ensuring that data-driven insights support project goals and strategic decision-making processes.

### **Objectives**

- To oversee the input and management of data in our data repository platform.
- To analyze data and provide actionable insights to support business decision-making within the insurance sector.
- To ensure daily monitoring and management of all related IT responsibilities.
- To support project goals and strategic decision-making processes through data-driven insights.

## Key roles and responsibilities

- **Strategy:**
  - Co-develop VE's data road map with the program teams, the MEL team, and the Innovation team to improve programs' efficacy and efficiency.
  - Identify and develop data-related strategic partnerships aligned with the organization's strategy.
- **Data Management:** Oversee the input of data into the data repository platform, ensure data accuracy, integrity, and security, Develop and maintain data management protocols.
- **Lead Quantitative Data Analysis:** Oversee and conduct comprehensive quantitative data analysis as part of our quarterly impact monitoring and annual reporting processes. Conduct thorough analyses of raw data to extract meaningful insights specific to the insurance industry, utilize various data analysis tools and techniques to interpret data and present findings in a clear and actionable manner
- **Impact Monitoring:** Develop and implement frameworks for continuous impact monitoring, utilizing statistical techniques to measure and analyse the effectiveness of programs and initiatives.
- **Annual Reporting:** Lead the preparation of detailed annual reports, synthesizing complex data into actionable insights in strategic recommendations for stakeholders.
- **Data Visualization:** Create compelling data visualizations and dashboards to communicate findings effectively to both technical and non-technical audiences.
- **Stakeholder Collaboration:** Work closely with cross-functional teams, including finance and operations, to understand data needs and deliver insights that drive business value.
- **Mentorship and Leadership:** Mentor and guide junior data analysts, fostering a culture of continuous learning and professional development within the team.
- **Data Governance:** Establish and enforce data governance policies to maintain high standards of data quality and security.
- **Technology Management:** Stay up to date with industry trends and advancements in data analytics tools and technologies. Recommend and implement best in class solutions to enhance analytical capabilities.
- **Business Development:**
  - Contribute regularly to proposals, reporting, advocacy briefs, and other external communications that rely on robust analysis, visualization, and interpretation of data.
  - Conceptualize and initiate new, creative, and effective ways of telling our impact stories with our data.

## Qualifications and Experience

- **Education:** Bachelor's degree in data science, statistics, computer science, Business, or a related field. A master's degree is preferred.
- **Experience:** Minimum of 5 years of experience in data analytics, with a proven track record of leading complex data analysis projects, experience in IP's integration and coding are highly desirable.
- **Technical skills:**
  - Proficiency in statistical software and programming languages (e.g., R, Python).
  - Advanced knowledge of data visualization tools (e.g., Tableau, Power BI, Excel).
  - Experience with database management and querying (e.g., SQL).
  - Experience in risk modelling will be an added value.
- **Analytical skills:** strong analytical and problem-solving skills with the ability to interpret complex data sets and derive actionable insights.
- **Communication skills:** excellent verbal and written communication skills, with the ability to present complex information clearly and concisely to diverse audiences.
- **Leadership skills:** demonstrated ability to lead and motivate the team, manage multiple projects simultaneously, and work effectively in a fast-paced, dynamic environment.
- **Industry-specific know-how:** any industry-specific knowledge you might have will help you stand out to employers.

## Preferred Qualifications:

- experience and impact evaluation and performance measurement.
- knowledge of machine learning techniques and their applications in data analysis.

## Preferred Skills

- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Strategic thinking and problem-solving mindset.
- Proficiency in project management and performance measurement.
- Strong written and presentation skills.
- Creative and innovative mindset.
- Strong coaching and mentoring skills.

- Knowledge of French language is added value.

### **What We Offer**

- Work with talented, diverse, and motivated team members.
- Competitive salary and benefits package based on the labour market and candidate's experience.
- Opportunities for professional growth and development.
- Be part of the team that is addressing Socio-economic gaps through our projects.

### **How to Apply and Important Dates**

- Fill in your information by clicking on the apply for this job link. Keep your Resume to a maximum of 2 pages and a 1-page cover letter.

**Interested Candidates should submit their documents by July 30th 2024 via email to [administration@assar.rw](mailto:administration@assar.rw). Late submissions may not be considered**