

## **SECONDED NATIONAL EXPERT- JOB PROFILE**

### **DATA ANALYST**

(INFORMATION FUSION CENTRE/ SITUATIONAL AWARENESS AND MONITORING DIVISION)

#### **Tasks and responsibilities related to this post/position:**

Reporting to the Head of Information Fusion Centre and under the supervision of the Data Management and Analytics Team Leader the main duties related to this position are:

- Data processing, data quality assurance and data reporting for the assigned data collections;
- Producing periodical (weekly, monthly, quarterly, yearly), ad-hoc or user-specific reports, tables, charts, data for maps, or other data visualisations using different tools;
- Maintaining up-to-date databases set up ad-hoc, in line with current analytical needs;
- Communicating regularly with internal and external data providers, as part of the quality control procedure, and to manage the timeliness of the data reported;
- Support the activities related to business requirements, data modelling and integration at the level of the Situational Awareness and Monitoring Division;
- Contributing to the development and implementation of methodologies of data collection schemes according to the best practice in the field.

#### **Selection criteria:**

#### **Professional qualifications, competencies and experience required:**

##### **Essential:**

- Practitioner's proficiency level in the use of MS Excel for data analysis and reporting
- Practical experience in collection, processing and verification of high volumes of data
- Practical experience in quality assurance for multi-source data
- Excellent computer skills and ability to learn specialized software
- Knowledge of data visualization techniques
- Quantitative and analytical problem-solving skills

##### **Assets:**

- Experience in using SAS Enterprise Guide and SAS Visual Analytics
- Knowledge of data management solutions such as data warehouses (in SQL) and data exchange via web portals
- Experience in cooperation with European public administrations and familiarity with EU administrative working practices

#### **Personal skills & competencies required:**

- Very good communication skills in English, both verbally and in writing
- Analytical, problem solving and decision making skills

- Ability to organize and manage work, including the ability to cope with stress in relation to demanding tasks, heavy workload and time pressure
- Very high level of commitment, constructive, positive and service oriented attitude