



INVESTMENT IMPACT DATA ANALYST

ROLE SUMMARY: The Investment Impact Data Analyst plays an important role in supporting data-driven decision-making at aBi Finance; ensuring that aBi management and stakeholders, including the board, have access to accurate, reliable, and timely data analytics to inform strategic investment decisions and program design. The analyst uses advanced statistical analysis, predictive modeling, and data visualization techniques to identify high-potential investment opportunities, forecast investment outcomes, and assess program impact. Data is rigorously collected and meticulously managed using robust systems and processes, with a strong emphasis on data quality assurance to maintain the integrity and reliability of all analyses. This ensures that all decisions are based on sound, well-validated data, improving investment performance and overall organizational effectiveness.

REPORTS TO: Investment Impact Manager

SUPERVISES: None

SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
Data Analytics, Insights & Strategy Support management to identify high-potential investment opportunities, and inform strategic decision-making by mining and analyzing data, developing predictive models,	Develop and maintain a robust data mining and analysis framework.	<ul style="list-style-type: none">Feedback from senior management and stakeholders indicates that data-driven insights directly inform strategic decisions and improve investment outcomes.
	Identify and assess high-potential investment opportunities through data analysis.	
	Develop and validate predictive models to forecast investment returns and risks.	
	Regularly synthesize data analysis and model outputs to generate actionable insights.	

<p>and generating relevant and usable insights:</p>	<p>Communicate insights and recommendations clearly and effectively to management.</p>	<ul style="list-style-type: none"> • Year-on-year improvement in the level of accuracy in forecasting investment outcomes (measured by RMSE or similar metric). • Actionable insights are delivered to management within agreed-upon timeframes, allowing sufficient time for incorporation into decision-making processes.
<p>Data Collection and Management Systems</p> <p>Design, implement, and maintain robust and efficient data collection systems for all investments, ensuring data accuracy, completeness, and consistency across various sources.</p>	<p>Develop standardized data collection protocols across all aBi Finance investments and projects.</p> <p>Implement a robust data management system with appropriate security measures.</p> <p>Establish clear data ownership and accountability procedures.</p> <p>Regularly audit data quality to maintain accuracy and completeness.</p> <p>Document data collection procedures and processes in a clear user manual.</p>	<ul style="list-style-type: none"> • Data collection processes are streamlined and efficient, meeting pre-defined targets for data completeness and timeliness. • Data quality metrics (e.g., accuracy, completeness, consistency) consistently meet or exceed predefined targets. • Feedback from data users (internal and external) indicates high satisfaction with the usability and effectiveness of the data collection systems.
<p>Data Quality Assurance and Validation</p>	<p>Establish clear data quality standards and metrics.</p> <p>Develop and implement data validation procedures at multiple stages of data processing.</p>	<ul style="list-style-type: none"> • Data quality is tracked via a dashboard and shows year-on-year improvement.

<p>Develop and implement rigorous data quality control processes, ensuring the accuracy, reliability, and validity of data used for impact assessments and reporting.</p>	<p>Train data collectors and analysts on data quality control techniques.</p>	<ul style="list-style-type: none"> • Data validation procedures consistently identify and prevent errors from impacting analysis and reporting. • Regular audits of data quality are conducted, with findings addressed within 30 days and processes passing audit checks without major issues.
	<p>Conduct regular data quality audits to identify and resolve issues promptly.</p>	
	<p>Maintain comprehensive documentation of all data quality control procedures.</p>	
<p>Development and Maintenance of Data Infrastructure</p> <p>Develop and maintain a secure and efficient data infrastructure (databases, data warehouses, etc.) to support effective data storage, retrieval, and analysis, ensuring scalability and compliance with relevant standards.</p>	<p>Design and implement a scalable data infrastructure to accommodate future data growth.</p>	<ul style="list-style-type: none"> • Data infrastructure consistently meets pre-defined performance targets (e.g., response time, data availability, scalability) • Proactive identification and resolution of data infrastructure issues, minimizing disruption to data access and analysis. • Successful implementation of security measures, ensuring data confidentiality and compliance with relevant regulations.
	<p>Ensure data security and confidentiality through appropriate access controls and encryption.</p>	
	<p>Implement robust data backup and recovery procedures.</p>	
	<p>Regularly monitor data infrastructure performance and address any bottlenecks promptly.</p>	
	<p>Ensure compliance with all relevant data privacy and security regulations.</p>	
<p>Advanced Analytics and Reporting</p> <p>Conduct advanced statistical analysis and produce high-</p>	<p>Conduct regular advanced statistical analyses of investment performance data.</p>	<ul style="list-style-type: none"> • Data-driven reports are produced and delivered according to schedule and
	<p>Develop clear and concise reports and visualizations to communicate key findings.</p>	

<p>quality data-driven reports and visualizations that present key insights on investment performance, identifying trends, risks, and opportunities.</p>	<p>Utilize data visualization techniques to present complex data in a user-friendly format.</p>	<p>are consistently free of significant errors.</p> <ul style="list-style-type: none"> Feedback from users indicates that reports and visualizations provide valuable insights into investment performance, highlighting key trends, risks, and opportunities. Users confirm that data visualizations are effective in conveying complex information clearly and concisely to diverse audiences.
	<p>Proactively identify and communicate emerging trends, risks, and opportunities to stakeholders.</p>	
	<p>Adapt reporting formats and content to meet the specific needs of various stakeholders.</p>	
<p>Capacity Building and Knowledge Sharing</p> <p>Provide training and support to internal and external stakeholders on data management, analysis, and the use of M&E tools and systems.</p>	<p>Develop and deliver training programs on data management best practices.</p>	<ul style="list-style-type: none"> Feedback from training participants indicates high satisfaction and improved understanding of data management and analysis techniques. There is evidence of increased adoption of best practices in data management and analysis across the organization.
	<p>Create user-friendly guides and documentation on using aBi Finance's data systems.</p>	
	<p>Establish a knowledge sharing platform to facilitate communication and collaboration.</p>	
	<p>Conduct regular workshops and training sessions to address stakeholder needs.</p>	
	<p>Regularly evaluate the effectiveness of capacity-building initiatives and adapt as needed.</p>	

And other duties as requested by the **Investment Impact Manager**

REQUIREMENTS OF THE ROLE

Qualifications	Competency	Level 1 Standard	Level 2 Specialist	Level 3 Team Leader	Level 4 Leadership
<ul style="list-style-type: none"> • A Master's degree in a relevant field is highly desirable. • Bachelor's degree in a relevant quantitative field (e.g., Statistics, Data Science, Economics, Econometrics, Mathematics) or a related field with demonstrated quantitative skills. • Postgraduate diploma in M&E or Project Management (added advantage) 	Ownership & Initiative		√		
	Learning & Adaptability		√		
	Situational Awareness & Thinking		√		
	Execution & Drive for Results		√		
	Understanding Others & Team Collaboration		√		
	Communicating & influencing		√		

Experience

- Minimum of four years of experience in a data analysis role, preferably within the finance, development, or impact investment sector.
- Demonstrated experience in conducting data analysis, developing reports, and communicating findings to various stakeholders.
- Experience working with large datasets and managing data quality issues.
- Experience with project management methodologies is desirable.
- Experience with data visualization tools (e.g., Tableau, Power BI) to create clear and compelling reports and dashboards.
- Experience in developing and validating predictive models using machine learning algorithms is highly desirable.
- Experience with specific data management and analysis tools used within aBi Finance is a plus.

Technical Skills & Knowledge

- Proficiency in statistical software packages such as R or Python, including experience with relevant statistical modeling techniques (regression, time series analysis, etc.).
- Experience with database management systems (e.g., SQL) and data warehousing techniques.
- Understanding of data mining techniques and their application to identify patterns and relationships within datasets.
- Familiarity with relevant data privacy and security regulations is essential.
- Understanding of development impact measurement frameworks and methodologies.

SIGNATURES

Name of Job Holder:	Signature(s):	Date:	Name of Supervisor:	Signature(s):	Date: