Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Data Analyst

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Data Analyst will be responsible for managing and analysing the information needs of CREAD and developing and maintaining the robust evidence base that will inform Dominica’s program to build climate resilience.

RESPONSIBILITIES:

- Develops the indicators that will be used to measure climate resilience and disaster risk reduction;
- Develops the databases that will inform policy and decision making by the government on building climate resilience;
- Works closely with the Government Statistics Department on the collection of data to populate the climate resilience databases;
- Collaborates with the Climate Resilience and GIS teams to develop vulnerability indicators and databases;
• Identifies gaps that exist in data collection in the sectors relevant to the work of CREAD and together with the Government Statistics Department and relevant agencies develops programs to address these deficiencies;
• Develops and maintains methods and procedures for the collection, validation, consistency analysis, editing and dissemination of statistics related to climate resilience in all sectors, with an emphasis on data quality, coverage and timeliness;
• Contributes to the development and maintenance of statistical programs/software for the processing and analysis of large, multi-dimensional data sets in climate resilience;
• Contributes to relevant new procedures, concepts, definitions, standards and statistical methods and conduct analyses and projections related to climate resilience and disaster risk reduction;
• Coordinates training courses and workshops to develop capacity on data collection and information management;
• Provides relevant data to international organizations;
• Prepare technical papers for discussion and publication.

QUALIFICATIONS:

• A post-graduate degree in statistics or a relevant discipline and a minimum of 5 years of relevant work experience;
• Experience working in or with the production of official statistics;
• Knowledge of international standards for official statistics;
• Demonstrated ability to establish and maintain effective working relationships with a wide range of stake-holders;
• Sound judgment and the ability to work with minimal direction;
• Self-motivated, with the ability to work under pressure;
• Very strong communication skills;
• Fluency in English;
• Creative and pragmatic approach to problem solving;
• Well-organized and strong attention to details.

CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.

Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

Transparency and Collaboration
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.
Leadership
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.

Good Citizenship
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment.

LOCATION, START DATE AND DURATION OF ASSIGNMENT
The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

EXPRESSION OF INTEREST
Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org