VAAL UNIVERSITY OF TECHNOLOGY
Inspiring thought. Shaping talent.

INTERNAL/EXTERNAL VACANCY

2 YEAR CONTRACT

DIVISION: E-Learning	DEPARTMENT: CAD

POST: Data Analyst	POST Nº: 2488 PEROMNES GRADE: 08

JOB DESCRIPTION:

We are seeking a detail-oriented and analytical Data Analyst to join our dynamic team. The ideal candidate will turn data into actionable insights that drive business decisions. This role requires a blend of analytical expertise, technical proficiency.

Key performance areas include but are not limited to:

- Interpret data, analyze results using statistical techniques, and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Work closely with management to prioritize business and information needs.
- Locate and define new process improvement opportunities.

APPLICATION CRITERIA:

Qualification:

- **Bachelor's Degree (or equivalent)** in a related field such as:
  - Data Science, Computer Science, Mathematics or Statistics, Business Analytics, Information Systems, Information Technology

Experience:

- **2 Years of experience working as a data analyst or related field**

- **Experience with data analysis tools**:
  - **Power BI**: Experience creating reports, dashboards, and visualizations.
  - Familiarity with Excel, SQL, or other data management tools.
- **Knowledge of data manipulation and visualization**:
  - Ability to clean, organize, and analyze datasets.
  - Experience creating clear, actionable insights from data.
- **Proven understanding of databases and querying**:
  - Experience with SQL or similar querying languages to extract and manipulate data from databases.
- **Problem-solving and analytical skills**:
  - Ability to interpret data and identify trends.

Skills:

- Excellent problem-solving skills and the ability to work independently or as part of a team.
- Strong communication and presentation skills to convey complex information effectively.
- Ability to handle multiple projects simultaneously and prioritize tasks in a fast-paced environment.
- Attention to detail and a commitment to delivering high-quality work..

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za
    https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-
    Final-002.pdf

2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)

3. Certified copies of all academic records and certificates/degrees

4. Certified copy of ID

5. Current contact information of referees

6. Please email applications to recruitment4@vut.ac.za and quote the post reference and post description in the subject line.

7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.

8. Only applications made on our application for employment form would be considered.

9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply.</u> Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

POSITIVE ABOUT PEOPLE WITH DISABILITIES