المعهــد المغربي لتحليل السياسات
MOROCCAN INSTITUTE FOR POLICY ANALYSIS
ⵄⵉⴾⵍⵄ ⵏⵛⵢⵄⵥⵄⵔ | ⵝⵕⵣⵇⵄ | ⵜⵓⵓⵜⵓⵔ

Rabat, 24st January 2024

Offer #1/2024

Terms of Reference – Data Analyst

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of Data Analyst consultant.

The candidate will integrate MIPA's team, working mainly on the implementation of the Project while cooperating for the strategic development of the Institute. These Terms of Reference (ToR) specify the background of the process, as well as the scope of the mission of the candidate.

We encourage individuals coming from disadvantaged background and from underrepresented minorities to apply for this position.

Summary

Location: Rabat, Morocco	**Duration**: 3-months contract, with possibility of extension until completion of the Project pending good performance
Salary: competitive, based on experience	**Level of Effort**: Part-time
Deadline for applications: 10th February 2024 – 12.00 AM (Morocco time)	**Foreseen starting date**: 1st March 2024

Background

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by a group of transdisciplinary researchers, MIPA's mission is to produce systematic and in-depth analysis of relevant policy issues that lead to new and innovative ideas for solving some of the most pressing issues relating to democracy.

Positions' objectives

MIPA is seeking the services of a skilled and experienced Data Analyst to assist in the organization and enhancement of data, making it usable for the institute. The consultant will be engaged on a part-time basis.

Duties

- The main missions of a Data Analyst are:
- Consolidate and process data from various sources, ensuring its quality and coherence;
- Transform and clean data, applying statistical analyses to extract meaningful insights;
- Automate processes and ensure data security;
- Optimize performance and guarantee the regular availability of updated visualizations;
- Ensure the extraction and structuring of data necessary for analysis (API...);
- Define rules for cleaning databases (formatting, duplicate removal...);
- Define rules for structuring different databases;
- Write and draft specifications for automating management rules to the IT department or project owners;
- Master data quality throughout their processing;
- Determine or construct important variables to introduce into statistical models;
- Monitor the exploitation of data by system users;
- Participate in the implementation of data processing strategies aimed at developing the Instityte's offerings and potential.

Qualifications

- bachelor's degree (Bac+3) or ideally a master's degree (Bac+5) in statistics, big data, econometrics, or business intelligence;
- At least two years of experience in a similar position;
- Proficiency in the use of software analysis data types: Stata, R, Eviews and SPSS.
- Expertise in databases and database management (SQL...);
- Mastery of statistical tests and methods (segmentation, regression, random forest...);
- Proficiency in programming languages (Python, R, C++...);
- Proficiency in a data visualization tool (Tableau, PowerBI);
- Mastery of data mining and analysis tools;

- Mastery of operating systems (Unix, Windows...);
- Cloud Computing tools Ability to be a team player who works in a dynamic environment, as well as to take initiative and to respect deadlines.
- Organization and methodical work;
- Reactivity and proactivity;
- Ability to work in a team and coordinate cross-functional projects.

Reporting

Data Analyst will work in close collaboration with the research team, in respect to the correct implementation of the Project's activities, and with the President, in respect to its support to MIPA's strategic development.

Type of contract

This position is for a 3-months contract, starting from March 1st 2024. An extension until the end of the project is possible, but not guaranteed, pending good performance and mutual accord.

The level of effort required for this consultancy will be task-dependent. The consultant will be expected to allocate the necessary time and resources based on the specific tasks and project requirements. The flexibility in the level of effort aims to ensure an efficient and results-oriented approach to task completion. The consultant should work closely with the project manager to determine and agree upon the appropriate allocation of time for each task.

The contract will follow relevant regulation (including Moroccan Labour Law).

Application and recruitment procedure

International candidates **must** have the legal right to work in Morocco by the time of the application.

To apply for this position, send your **CV** (max 2 pages) and a **Statement of Interest** (max 1 page) in one PDF file to contact@mipa.institute. Applications *may* include a portfolio of previous work (max 5 pages). Applications will be accepted until **February 10th 2024 – 12.00AM (Morocco time)**.

Three candidates will be shortlisted and contacted for an interview to further assess their qualifications and their fit for this position. Interviews will be held either in person or online. We expect to have a contract in place and that the selected person to integrate the team by March 2st 2024.

Only shortlisted applications will be called for the interview. All unsuccessful applicants will be notified at the end of the recruitment process.

All questions regarding this position must be submitted to contact@mipa.institute (with m.masbah@mipa.institute in copy).