



VACANCY ANNOUNCEMENT

Joint Medical Store (JMS) is a Church founded **private not for profit** organization whose mission is to supply medicines, medical equipment and related health care services of assured quality to the people of Uganda at affordable prices. JMS is therefore recruiting a qualified and experienced **Manager Business Analytics** to join its dedicated team.

MAIN PURPOSE OF THE JOB

To lead and spearhead the use of business data and statistical methods to provide insight into business performance and suggest areas and methods of improving operations. The position holder shall implement and oversee the various business analytics dimensions and present insights and recommendations to management for decision making and strategic planning.

Duties and Responsibilities

1. Spearhead the designing, developing, implementing and maintaining of an excel based and other appropriate business analytics systems, plans, processes, research tools for JMS and customers
2. Review and improve the quality of existing databases and metadata, methods of collecting it and the degree to which it will provide good data for the business analytics system and develop data warehouses, data marts, data streams and interfaces across the organisation as well as protocols and update manuals for smooth functioning of the data management system
3. Develop theories of change for key activities and projects and design business analytics plans and systems, identify key performance parameters for new activities and projects and ensure their effective use by staff, partners and stakeholders as necessary.
4. Develop appropriate monitoring, tracking and reporting systems, tools and templates that enhance monitoring of outputs and generate evidence results and promote and ensure use of data for decision-making processes across the organisation
5. Initiate and lead regular reviews of the business analytics system and implement the necessary changes to existing and future programmes
6. Build capacity of staff in process monitoring, progress tracking and validation based on objectives, indicators, metrics and target and use of such information in decision making and reporting
7. Undertake regular outreaches to MOH, NDA, customers, partners, branches, outlets to glean data and information for business intelligence
8. Work closely with the communication office in preparing and disseminating results, best practices and success stories
9. Lead and coordinate assessment and evaluations of activities and projects
10. Prepare and present management reports and updates and other data reports (tables, charts, narratives, visuals) at regular intervals and ad hoc as needed to respond to requests for information, inputs to work plans and semi-annual reports, and other internal and external data analysis and reporting requirements
11. Take the lead in conducting continuous data analysis of enterprise/business performance from administrative data and produce cross-sectional reports and information to management reflecting trends, patterns, and other business variables including but not limited to sales and profitability

12. Manage database to facilitate timely information updates, data quality assurance, sharing of information and learning, and data use for decision-making
13. Provide analytical expertise with regards to identifying and confirming patterns and trends in data, understanding the economics of various processes, strategies and activities

Requirements:

Experience & Qualification:

1. Master degree in Public Health, Statistics, Economics, Information Systems, Business Management or Master of Business Administration (Finance).
2. Three (3) to five (5) years of direct job experience doing data analysis within similar organisations or in the health related field
3. Proven experience from private sector or similar organisation in leading, coordinating and managing business analytics systems to produce analysis related to enterprise economics
4. Strong knowledge of data quality assurance, analysis and reporting.
5. Experience with monitoring and evaluation systems and frameworks for development programs, including developing performance indicators, data collection and analysis systems and tools.
6. High level of competency in managing data and information.

Required Attributes:

- Very Strong analytical skills.
- Certified advanced excel skills is required with the ability to create excel based tools using formulas, pivot tables, create graphs etc.
- Highly adept with data analysis, presentation, statistics.
- Strong writing skills and experience with producing technical reports required.
- Understanding of statistical software and data management required.
- Capacity to produce high-quality briefs and reports.
- Ability to see patterns in data and understand the cause and effect.
- Excellent English writing and verbal communication skills.
- Detail-oriented and hard-working.
- Ability to collaborate well on a team while also taking initiative to complete assigned tasks with high competence.
- High level of integrity.
- Ability to communicate respectfully in a multi-cultural environment.
- Able to work remotely with a geographically dispersed team.

Only qualified candidates who meet all the above requirements are invited to submit their resume, copies of academic certificates, testimonials and three (3) referees including their day time telephone contact and email address. *Only short listed candidates will be contacted.*

CLOSING DATE: 19th April, 2018 at 5:00 pm.

Please forward your applications to:

Manager, Human Resources and Administration

Joint Medical Store,

P. O. Box 4501, Kampala.

Email: Stores@jms.co.ug

‘OR hand deliver your application to Joint Medical Store (JMS), Plot 1828 Gogonya Road, Nsambya’