



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region V
Legazpi City, Albay

I. POSITION: Data Analyst

II. NO. OF VACANT POSITION: One (1)

III. COMPENSATION:

Twenty Nine Thousand Two Hundred Seventy Seven (Php 29,277.00) per month, payable in two (2) equal installments, that is on the 15th and 30th of the month.

IV. STATUS OF EMPLOYMENT: Contract of Service

V. QUALIFICATIONS:

1. Must have at least one (1) year of experience related to the job
2. Technical working knowledge on the following:
 - a. Data Cleaning
 - b. Data Analysis
 - c. Relational Database Management Systems (RDBMS) preferably MySQL / Maria DB database
 - d. Structured Query Language (SQL)
3. Intermediate level technical writing and communication skills
 - a. Conduct research and write-up relative to data quality management.
 - b. Prepares draft memorandum letter
4. Inter personal skills
 - a. Ability to cooperate with colleagues and different kind of audiences
 - b. Open minded
 - c. Output Oriented
 - d. Ability to accept criticism
 - e. Ability to quickly adapt to new environment

VI. SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide Data Quality Development Plan.
- Comply with the Data Quality Management
- Identify, compare, and resolve data quality problems within the region.
- Evaluate large dataset for quality and accuracy.
- Work with Database Administrator to correct data quality errors.
- Determine root cause for data quality errors and make recommendations for solutions.
- Research and determine scope and complexity of issue so as to identify steps to fix issue.
- Develop process improvements to enhance overall data quality.
- Develop and execute data cleanup measures.
- Maintain a record of original data and corrected data.
- Ensure adherence to data quality standards.

- Resolve all internal data exceptions in timely and accurate manner.
- Identify areas of improvement to achieve data quality.
- Analyze, query and manipulate data according to defined business rules and procedures.
- Works under the supervision of the Regional Information and Technology Officer (RITO)