

SECONDED NATIONAL EXPERT- JOB PROFILE

Data Analyst (Fusion Unit/ EIBM Intelligence Division)

Tasks and responsibilities:

Reporting to the Head of Unit and under the supervision of the respective Head of Sector the main duties related to this position are:

- Data processing, data quality assurance and data reporting for the assigned data collections;
- Producing periodical (weekly, monthly, quarterly), ad-hoc or user-specific reports, tables, charts, data for maps, or other data visualisations using different tools;
- Fusing data from different sources, internal and external, and ensuring readiness of data needed for producing accurate, reliable, and actionable information;
- Performing data analysis for identifying trends, outliers, correlations and patterns based on stakeholder requirements;
- Contributing to the development and implementation of methodologies of data collection schemes according to the best practice in the field;
- Support the activities related to business requirements, data modelling and integration at the level of the Intelligence Division;
- To communicate and interact efficiently with all relevant stakeholders.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Proficiency in performing data analysis and visualisations
- Practical experience in collection, processing, and verification of high volumes of data
- Practical experience in quality assurance for multi-source data
- Experience in gathering requirements from stakeholders for designing data products
- Excellent computer skills and ability to learn specialized software

Assets:

- Knowledge of statistical modelling or machine learning technics
- Experience in cooperation with European public administrations and familiarity with EU administrative working practices

Personal skills & competencies required:

- Very good communication skills in English, both verbally and in writing
- Strong analytical and problem-solving skills
- Capability to organise and manage work with minimal supervision, including the ability to cope with stress in relation to demanding and multiple tasks, heavy workload, time pressure and tight deadlines

- Strong sense of initiative, responsibility and commitment, and customer service and support-oriented work ethic
- Strong interpersonal skills in liaising with internal and external stakeholders, actively searching and gaining information