



TERMS OF REFERENCE FOR DATA ANALYST

Project Background

With support from the United Nation Road Safety Fund (UNRSF), Road Safety Action International (RSAI), in collaboration with the Ministry of Transport through the Road Safety Secretariat (RSS) and the Liberia National Police (LNP), is seeking to enhance road safety and reduce traffic accidents in Liberia. A key component of achieving this goal is the systematic analysis of road crash data. Accurate and insightful data analysis is essential for establishing a comprehensive understanding of the road accident situation in the country and formulating effective strategies and interventions.

Currently, road crash data in Liberia are collected manually and are prone to errors, limiting their usefulness for real-time analysis and decision-making. To address these challenges, the World Bank, has provided support to the Road Safety Secretariat for a road accident data station that is being setup at the headquarter of the Liberia National Police. This facility is being equipped with advanced technologies aimed at improving the accuracy, efficiency, and reliability of road crash data analysis.

To ensure the effective operation and sustainability of this data station, RSAI, in partnership with the Ministry of Transport, is seeking to recruit a qualified and dedicated Data Analyst. The Data Analyst will play a crucial role in analyzing and reporting road accident data into actionable insights that can guide policy decisions, safety interventions, public awareness campaigns, etc.

Position Background

The Data Analyst will work to analyze road accident data using the Road Accident Database Management System (RADMS). The analyst will be responsible for data cleaning, analysis, and visualization, ensuring the accuracy and relevance of the data.

Scope of Work

The Data Analyst will be responsible for the following tasks:

- Analyzing road safety data from various sources including accident reports, traffic surveillance, and field surveys.
- Cleaning and preparing data for analysis.
- Developing and maintaining dashboards and reports that provide insights into road safety trends.

- Conducting statistical analyses to identify patterns and causes of road accidents.
- Work with the LNP and other relevant entities to analyze road crash data.
- Assisting in the development and implementation of data collection methodologies.
- Generating reports and summaries of data as required by the agency and other stakeholders.

Capacity Building

- Collaborate with assigned LNP Officers to provide hands-on capacity development in the use of the RADMS for Data Analysis.
- Conduct regular workshops for knowledge transfer on data analysis and virtualization for LNP officers and other individuals from relevant line ministries and agencies.
- Coordinate with RSAI external partner to conduct data analysis workshops for LNP officers and other individuals from relevant line ministries and agencies.

Reporting

- The data analyst shall provide weekly reports in the RSAI's management team meeting.
- The data clerk shall provide detail reports for capacity development activities covering the workshops, hands-on-training, etc.
- The data analyst shall provide monthly reports of activities to the partners (RSAI, MOT, and LNP).

Qualifications

Applicants wishing to apply for this position shall have the following qualifications:

- Bachelor's Degree in Data Science, Computer Science, Statistics, or a related field.
- Proficiency in data analysis software (e.g., R, Python, SAS) and data visualization tools (e.g., Tableau, Power BI).
- Strong analytical and problem-solving skills.
- Good organizational and time-management skills.
- Ability to work independently and as part of a team.

Skills

At a minimum, the ideal candidate should have the following skills:

- Proficiency in statistical analysis and data visualization.
- Good knowledge of database management.
- Strong attention to detail and accuracy.
- Good planning and organizational skills.

Preferred Experience

- Prior experience in data analysis or data management with data analysis software (e.g., R, Python, SAS, SQL) and data visualization tools (e.g., Tableau, Power BI).
- Familiarity with road safety issues and data collection methodologies.
- Experience with GIS and spatial analysis.
- At least 2 years of experience in working as data analyst or other related fields.

Application Process

Interested candidates should submit the following documents:

- A cover letter stating your motivation for the position.
- A current resume or CV stating your qualifications.
- Applications should be submitted electronically to info@roadsai.org by **June 30, 2024**, using the subject line: "DATA Analyst_NAME_2024".
- Only shortlisted candidates will be contacted for interviews.

Evaluation Criteria

- Candidates will be evaluated based on their qualifications, relevant experience, and performance in the interview process.