



The Housing Development Agency (HDA) is a National Public Development Agency that promotes sustainable communities by making well-located and appropriately planned land and buildings available for the development of housing and human settlements. As its primary activity, the Agency assembles and releases public, private and communal land for development. Its main objectives are to identify, acquire, hold, develop and release well-located land and buildings, and to provide project management support and housing development services. The HDA also intends to grow its mandate as a developer of human settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

The HDA has the following **three-year fixed-term** contract position:

Business Intelligence Analyst

Reference: MIH/07/2017, Location: Gauteng

Main Purpose: Responsible for the HDA's business intelligence (BI) environment by using business intelligence technologies to process, analyse, report on and track business information at operational and strategic levels in order to assist with operational and strategic decision making based on the accuracy of information reflected in the HDA Dashboard.

Key Performance Areas: Data mining and warehousing: • Take responsibility of the business data environment of the organisation. • Develop, maintain and manage the data requirements of internal and external clients through consultation processes. • Identify potential data sources through defining the data requirements and hypotheses, searching the general data environment and establishing partnerships and/or agreements with data custodians. • Obtain data and maintain data relevancy with agreed partnerships, arrangements and/or agreements with internal and external clients as required. • Review and normalise each set of data received from different sources through verifying the reliability, consistency and accuracy of the data in terms of data infrastructure standards. • Integrate data from different sources through creating an integrated data framework. **Database design and administration:** • Design, develop, manage and support databases required for BI reporting. • Develop, maintain and manage the data dictionary of the organisation. • Manage the installation, configuration, maintenance and administration of the database servers as and when required. • Ensure that the security and integrity of the database is maintained at all times – which includes the enforcing of dashboard data standards and database conditions. • Ensure data consistency. • Ensure that backups of the database are done. • Ensure audit trail of transactions and database updates, supporting transaction and database change log. • Ensure the database design by producing a detailed data model of the database. • Find and organise the information required by various stakeholders. **Data analysis and interpretation** • Import, clean, transform, validate or model data with the purpose of understanding or making conclusions from the data for decision making purposes. • Analyse and manipulate raw and cleaned data and create information products that can be used across various business units of the organisation to influence decision-making. • Responsible for data interpretation with spatial and non spatial data. • Use statistical software packages such as Microsoft Excel or R to process and summarise large volumes of qualitative and quantitative data. • Use programming, scripting and/or model builders to develop data models that could be used to support operational and strategic decision-making. • Interpret findings from data analysis and develop conclusions and recommendations for application by stakeholders. **Data visualisation:** • Use BI tools such as Microsoft Excel PowerPivot or Tableau to visualise operational and strategic data in the form of interactive dashboards and infographics. • Apply various geographic information systems (GIS) and statistical tools to effectively visualise spatial and non-spatial data. • Ensure that the information / data is represented in charts, graphs, tables dials and gauges, geographic maps, sparklines, heat maps, and detailed charts. • Develop presentations and communicate findings of analyses to various clients in a logical and structural manner. • Guide principles for data visualisation and train fellow employees on best practices for data visualisation techniques. • Develop, design and reflect indicators to assist with decision making.

Requirements: At least a degree in computer science, information systems, geoinformatics, statistics, engineering or related disciplines. • Must be experienced in Microsoft technologies such as Microsoft SQL Server, Microsoft Excel Pivot Tables and Power Pivot as well as Microsoft Access. • Must have proven experience in Tableau and/or other BI tools, as well as integration with statistical packages such as Microsoft R. • More than five years of current experience in designing, implementing, and maintaining databases and applications in a relational environment, along with experience in data visualisation, data analysis and working with large quantities of data. • More than three years of current experience in GIS and/or statistical modelling. • Experience in assessing client needs and translating them into information products and services.

Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to hda.cv@mihrecruitment.co.za.

Enquiries: Noxolo Phohleli / Wandile Mhlanga, Tel. 011 656 2863

CLOSING DATE FOR APPLICATIONS: 30 July 2017

Should you not comply with the above requirements your application will NOT be considered.

CVs received after the closing date will NOT be considered. If you do not hear from us within fourteen (14) days of the closing date, please consider your application unsuccessful. Please do not send any certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be limited to short-listed applicants only.

Conditions of service: •The HDA is an equal opportunity employer •Appointments will be made in accordance with the HDA EE policy •The HDA reserves the right not to make an appointment.

