

## POSITION SPECIFICATION

POSITION	: <b>Data Analyst</b>
DEPARTMENT	: <b>Benefit Management</b>
REPORTS TO	: <b>Executive Funding Strategy</b>
APPLICATIONS TO	: <b>Manager: Human Resources</b>
CLOSING DATE	: <b>31 July 2021</b>

### **Job Summary**

To analyse and report on client specific data, and to consult with clients regarding such reports

### **Key Performance Areas:**

#### **Reporting**

- To develop client reports subject to the client's SLA using various tools available, e.g., Excel and Mediscor in house Qlik models.
- To check and analyse reports created prior to distribution to clients.
- To compile ad hoc reports for clients based on client request.
- To compile and communicate internal reports and analytics according to business decision requests/requirements.

#### **Analysis and consultation**

- To continually scrutinise and analyse information reported on, and to raise possible concerns with clients according to industry standards and client specific requirements.
- To consult with clients regarding feedback on reports to address areas of concern.
- To consult internally with relevant departments regarding best practices and recommendations to clients (documentation and data analysis) to provide top quality solutions to client specific needs.
- To provide analytical input internally to relevant departments and to the Mediscor Pharmacy and Therapeutics Committee (PTC).
- To provide training regarding Mediscor data analysis platforms to internal and external clients.

### **Skills and Experience required**

- A qualification in the field of data management / data science or a suitable analytical discipline will be an advantage.
- Data analytical skills and capabilities.
- Proven working experience with data in various forms and on applicable platforms.
- Experience in the health care, medical aid industry or research will be an advantage.
- Knowledge of QlikView and Qlik Sense.
- Microsoft Office – Excel Advanced.
- Valid driver's license and own vehicle.

**Knowledge and Attributes required**

- Able to analyse qualitative and quantitative data and to draw meaningful conclusions.
- Computer skills, including proficiency in the use of Microsoft Word, Excel, and PowerPoint.
- Good knowledge of various legislation concerning medical schemes, PMBs, and other healthcare issues will be an advantage.
- Ability to deal with conflict and keep to set deadlines.
- Analytical and detail orientated.
- Capable of using initiative within scope of responsibilities.
- Good verbal communication and writing skills.
- Ability to work independently and in a multidisciplinary team.
- Ability to establish and maintain effective working relationships with co-workers, managers, and clients.
- Adaptable and flexible.

**Recruitment will be done as per Company EE plan**