

ISSARA INSTITUTE

JOB DESCRIPTION | DATA ANALYST CONSULTANT, WORKER EMPOWERMENT & ETHICAL SUPPLY CHAINS

Job Title: Data Analyst Consultant, Worker Empowerment & Ethical Supply Chains
Duration: 6 months, with possibility of extension
Responsible to: Director - Research, Technology & Worker Voice
Duty Station: Bangkok, Thailand

BACKGROUND

Issara Institute is an independent non-profit organization based in Southeast Asia and the United States tackling human trafficking and forced labour from the lens of business and human rights. The Institute was established in 2014 by a team of anti-trafficking experts coming out of the United Nations who created an alliance of private sector, civil society, and government partners committed to transformational, sustainable, worker-driven approaches to labour issues, especially those occurring in global supply chains. It is staffed by leading regional and international experts in labour rights, business and human rights, and research and technology.

We believe that, together, we can transform the lives of tens of millions of workers through worker voice, partnership, and innovation - that sustainable systems driving more ethical labour recruitment and working conditions are vital to the future of workers individually and collectively, to equity and fairness across supply chains, and to sustainable poverty alleviation efforts.

OVERVIEW

The Data Analyst Consultant for Worker Empowerment & Ethical Supply Chains will play a critical role in ensuring quality and accuracy of data collection and will work on data cleaning and data analysis. The Data Analyst Consultant will have the responsibility of managing master data sets, developing reports, and troubleshooting data issues.

SCOPE OF WORK

1. Manage master data, including dataset creation, updates, cleaning, and secure storage.
2. Provide quality assurance of data collection and dataset/variable structure.
3. Process confidential data and information according to guidelines for qualitative and quantitative data exploration.
4. Help develop reports, analysis, and data visualizations.

5. Generate reports from single or multiple systems.
6. Working with the dev team to upload cleaned data into the mysql server.

REQUIRED SKILLS & EXPERTISE

We have a lean, dynamic, seasoned team that is committed to change, innovation, and impact. We are conscientious, hold a high standard of care for the people we serve, and understand that we have to be able to work effectively with partners spanning the largest multinational corporations to the smallest grassroots CBOs. Our work ecosystem is multicultural, respectful, and energetic, whether we are working on tasks in teams, or working alone from home. The Data Analyst consultant should have:

- Bachelor degree in a relevant discipline such as computer science, social science, or other relevant discipline.
- Work experience as a data analyst or in a related field.
- Ability to analyze existing tools and databases and provide software solution recommendations.
- High-level experience in methodologies and processes for managing large-scale databases.
- In-depth familiarity with cross-team collaboration using Google Suite.
- Fluency in English required, with excellent written and verbal communication skills.
- Any experience working on or any knowledge of cross-country recruitment channels in Asia is considered an advantage.
- Knowledge of data visualization software (such as Tableau) and statistical analysis software/languages (such as SPSS, SAS, STATA, Jamovi, R, etc.) required. Knowledge of mysql workbench and Grafana are beneficial.

If you are interested in applying for this position, please send a CV, the names and contact details of three references, and a cover letter explaining your interest in the position and relevant expertise to admin@issarainstitute.org. Please note a cover letter specific to motivation and relevance for this position is required for consideration.