

Job Description & Role Explanation

Position: ACHIEVE Data Specialist

Reports to: ACHIEVE (TTI) Tech Manager & Operations Director

Location: Benin

Employment Type: Full Time

Office Hours: Monday-Friday 8:00 am-4:30 pm (flexible depending upon specific situations)

Job Scope

An ACHIEVE Data Specialist is responsible for providing technical support, training, mapping, analytics and reporting for the successful execution of ACHIEVE in collaboration with the National ACHIEVE Coordinator. The Leader supports the National ACHIEVE Coordinator in implementing the vision, strategy, clarity, and accountability to the National Leadership Team, ACHIEVE Ministry Team, ACHIEVE Data Team and COTW.

Spiritual Life

- Most importantly, your relationship with God must be the central focus of your life. If this is not so, then everything else does not matter.
- Secondly, your family should be your priority over work. If married, ensure you have the right relationship with your spouse and children.
- Prayer for TTI and others should be a priority. All countries in your continent need your focused attention and prayer.
- Must identify and be accountable to at least one other person every week.

Minimum Qualifications

- Must be a born-again Christian
- Must be able to work in a Christian organization and work with ministry leaders from various denominational backgrounds
- Must have at least three (03) years of work experience
- Must have expert-level fluency in English, with both written and verbal
- Must demonstrate proficiency in Microsoft Office and Google Workstation applications, with expert-level proficiency in spreadsheets
- Fluent in tools such as PowerBI, Airtable and Data Tools
- Must be proficient in reporting and data analysis
- Must be able to learn from videos and articles
- Must be able to learn new software and skills as needed

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The following skills are important for success in this role:

- Good Communication
- Critical thinking
- Problem-solving and conflict resolution
- Analytical
- Good interpersonal skills
- Able to train and teach others

High-Value Character Traits

- Integrity, humility, Tenacity, Self-motivation, Love for Efficiency and Streamlining

Essential Duties and Responsibilities

- Train and equip leaders to implement the vision and strategy of ACHIEVE in regard to surveys, reports, and software
- Work in collaboration with the National ACHIEVE Coordinator to upload survey information, track progress, and help inform decisions
- Consistently communicate with the ACHIEVE Tech Manager, ACHIEVE Coordinator and the office for successful implementation of ACHIEVE
- Responsible for updating and printing village survey forms
- Provide expertise and training on how to survey
- Provide data analysis to National ACHIEVE Coordinator
- Provide Quarterly reports measuring and tracking church progress to National ACHIEVE Coordinator, in collaboration with the ACHIEVE Tech manager
- Assist in correcting village boundaries that are incorrect on the map in iShare
- Attend TOTs to provide ongoing training for field leaders
- Collaborate with the reporting team to ensure the churches reported are uploaded on iMetrics
- Collaborate with field reps to gather information
- Collaborate with the field rep coordinator and field reps to equip them to survey and upload data during TOTs
- Support other ministries and partnerships to migrate their data into iShare as well as provide training as required
- Manage iShare Users for the country
- Research the missing Datasets in a country as assigned by the ACHIEVE Tech Manager
- Travel, international and domestic, may be required

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Acknowledgment

I _____, have read the above job description and have fully understood. I will abide by the policies of TTI and do my best to do all that is expected from this position. I understand that this is a contractual position. I also understand that TTI leadership has the right to terminate this contract if I don't meet the job expectations based on the performance appraisal.

Name: _____

Signature: _____

Date: _____

Place: _____