



# Job Description

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<b>Job Title</b> Officer: Data Analytics	<b>Job Location</b> Zanzibar City	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Facilities Management
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Facilities Management: 2 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Officer: Data Analytics is responsible for collecting, analyzing, and reporting airport data to support operational monitoring, performance tracking, and decision-making across different functions

## Responsibilities

- Collect data from various airport systems including operations, commercial, and finance sources.
- Consolidate collected data into structured formats suitable for analysis and reporting.
- Verify, clean, and validate data to ensure accuracy, completeness, and consistency.
- Identify and correct data discrepancies and reporting inconsistencies.
- Analyze airport data including passenger traffic, aircraft movements, revenue, and operational performance.
- Identify trends, patterns, and anomalies from available data.
- Prepare and distribute daily, weekly, and monthly performance reports.
- Develop and maintain dashboards using reporting tools such as Excel and Power BI.
- Ensure dashboards are regularly updated and reflect accurate information.
- Support performance monitoring by tracking departmental KPIs and highlighting deviations from targets.
- Provide data support for aeronautical and non-aeronautical revenue analysis.
- Support operational teams with data relating to passenger flow, turnaround times, and resource utilization.
- Input and update data in reporting systems and databases where required.
- Respond to internal data requests and perform ad-hoc analysis to support business decisions.
- Maintain proper documentation of data sources, methodologies, and reports.
- Identify reporting issues, system gaps, and data inconsistencies and escalate to the Manager: Data Analytics.
- Ensure accountability for data accuracy and quality of reports produced.

## Education & Qualifications

- Certificate or Diploma in Statistics, Mathematics, Economics, Data Science, Computer Science, or related field.
- A Bachelor's degree in Statistics, Mathematics, Economics, Data Science, Computer Science, or related field is an added

advantage.

- Certification in data analytics tools such as Excel, Power BI, or Tableau is an added advantage.
- Proficiency in English.

## Requirements

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- Minimum 1–3 years' experience in data analysis, reporting, or similar roles.
- Experience in collecting, cleaning, analyzing, and reporting data.
- Experience in preparing performance reports and dashboards.
- Experience using Excel and basic Business Intelligence (BI) tools.
- Basic understanding of databases and data structures.
- Experience supporting data-driven decision-making processes.
- Experience in aviation, transport, or operational environments is an added advantage.

## Characteristics

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- Strong data analysis and reporting skills.
- Proficiency in Excel and basic BI tools.
- Ability to create and maintain dashboards and reports.
- Basic understanding of databases and data management.
- Strong attention to detail and commitment to data accuracy.
- Analytical thinking and problem-solving ability.
- Good time management and organizational skills.
- Ability to work under deadlines and manage multiple data requests.
- Ability to identify and escalate data issues effectively.
- Strong sense of accountability for data quality.
- Ability to collaborate and support multiple departments with data requirements.

## Driving Licence

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Not Required

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