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Data Analyst - People Analytics

[Apply now »](#)**Date:** Mar 28, 2022**Location:** New York City, NY, US, 10006 Oakland, CA, US, 94612 Washington, D.C., DC, US, 20036**Organization:** Doctors Without Borders | Médecins Sans Frontières

Doctors Without Borders/Médecins Sans Frontières (MSF) is an international humanitarian organization that delivers impartial medical care to people affected by conflict, epidemics, disasters, or exclusion from health care in over 70 countries. We welcome candidates who bring a wide variety of backgrounds and experiences to join us in working toward MSF's common mission.

Department

The People Analytics Unit (PAU) supports the increased uptake of data utilization for Human Resources (HR), enabling more strategic and data driven decision-making. The PAU serves as an internal resource for HR teams and leadership by leveraging data science and applied statistics to inform decision-making and strategy development around recruiting, retaining, placing, developing and administering policy and programs for MSF's global workforce.

Key Competencies

The Data Analyst will work closely with PAU Data Scientists and MSF Subject Matter Experts to enrich and scale the PAU's work, liaising with wide variety of stakeholders from across the organization. The ideal candidate has strong technical skills and is highly experienced in organizing and distilling data, asking appropriate questions to understand analysis requests, and can support PAU Data Scientists to visualize and present complex data in a compelling manner. They are inquisitive, creative, have strong critical thinking and analytical skills, can manage multiple workstreams and genuinely enjoy communicating data and insights.

Tasks

Job Functions and Responsibilities

- Collaborate closely with stakeholders to assess business requirements, scope analytics requests, and propose and deliver timely solutions that are appropriate and relevant to the context/needs
- Collaborate closely with PAU Data Scientists to generate insights and extract maximum value and meaning out of data
- Communicate effectively to synthesize and present findings
- Accompany stakeholders to meet ongoing needs and to facilitate the usage and linkage of the analytical work to decision-making and/or policy and strategy formulation

- Continuously learn and share knowledge about new ways to distill meaning out of the data available, finding creative ways to work around limitations
- Collaborate closely with the People Analytics team and support technical activities, specifically data cleaning and quality assurance
- Support best practices and maintain compliance with data privacy rules and regulations as advised by MSF data privacy officers

Travel

The role will not include travel, however collaboration with teams across the MSF movement globally during irregular hours may be required.

Qualifications

Required Basic Qualifications

- **Minimum** 5 years of proven professional experience as a Data Analyst
- Master's Degree in a relevant subject (e.g., Statistics, Data Science, Business Analytics, etc.)
- **Must** be proficient in R
- **Must** be proficient in applied statistics
- **Must** be proficient in using BI tools (i.e. Shiny, PowerBI, Tableau, etc.) and developing visualizations to communicate and synthesize insights
- Proven track record of beginning and completing projects with minimal supervision
- Knowledge of how to have productive interactions with stakeholders about their research/analysis needs and requirements, with a proven ability to ask the proper questions to scope and fulfill requests
- Excellent organizational skills with the ability to prioritize and manage multiple workstreams and competing deadlines
- Ability to exercise sound judgement and use discretion to handle sensitive data and business matters
- The maturity and experience to navigate the challenges of working in a resource-limited setting and to communicate with stakeholders at all levels
- The ability to adapt to a rapidly growing and scaling work environment
- A strong work ethic, commitment to professionalism, intellectual curiosity, and positive attitude, especially when confronting limitations (in the data or otherwise)
- Enthusiasm for storytelling with data and its use in driving organizational change
- A willingness to perform other tasks as assigned

Preferred Qualifications

- Project Management, Business Analyst or related certification
- Analytics experience in the HR, non-profit, humanitarian or global health field
- Familiarity with data privacy rules and best practices
- An interest or background in People Analytics, Strategic Workforce Planning etc.
- Experience with People Data such as compensation, attrition/retention, and leadership pipeline development
- Experience working on a global team
- Experience working in consulting, innovation or with startups

Expected to work in a hybrid remote work environment with the ability to come into either the NYC office or regional hub (Washington, DC or Bay Area, California) a minimum of 2 times a week.

Please note relocation assistance and visa sponsorship will be offered for this position.

No phone calls or emails please. Only shortlisted candidates will be contacted.

Application Deadline: Open Until Filled

MSF-USA/Doctors Without Borders is an Equal Opportunity Employer. No employee, or applicant for employment, shall be discriminated against in any term or condition of employment because of race, color, religion, national origin, sex, age, or sexual orientation or any other characteristic protected by law. We are constantly striving to make our organization anti-racist. Diversity, equity and inclusion are core values. As an employee, you become part of that mission. We expect this same commitment from our staff.

Type

HQ

Pay Class & Contract Type

Regular FT Salaried Exempt

Compensation

Starting salary low 90's to 100k (commensurate with experience)

Working Time (Hours Per Week)

35

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