



**ibuQa – Junior Data Analyst**

**Nairobi, Kenya - Full-time**

### **About ibuQa**

ibuQa develops modern software systems that “connect-the-dots” of route to market operations, helping manufacturers, distributors and last mile delivery businesses eliminate inventory and payment reconciliation headaches, coordinate deliveries, monitor field operations in real-time, reduce costs and scale cost-effectively.

### **Job Description**

The Junior Data Analyst will assist in collecting, analyzing, and interpreting data to help ibuQa make informed decisions. The candidate will work closely with senior team members, supporting the data analysis process, maintaining databases, and generating reports that highlight key trends and insights.

### **Responsibilities**

- Assist in data collection, cleaning, and preparation for analysis from various sources (internal and external).
- Support in conducting data analysis using statistical techniques and generating meaningful insights.
- Develop and maintain databases, dashboards, and reports to track performance metrics and KPIs.
- Collaborate with different departments to understand their data needs and help provide relevant reports and data visualizations.
- Generate periodic reports (weekly, monthly, quarterly) based on business needs, highlighting trends, risks, and opportunities.

ibuQa Capital Limited, Suite C6, Kindaruma Apts, Kilimani, Nairobi

Phone: 0719 572614 Website: [www.ibuqa.io](http://www.ibuqa.io)

- Assist in identifying patterns, correlations, and anomalies in data to support decision-making.
- Maintain data accuracy and integrity through regular audits and updates of the databases.
- Use data visualization tools (such as Excel, Power BI, Tableau, LookerStudio) to present findings in a clear and concise manner.
- Assist in automating repetitive tasks related to data processing and reporting.
- Stay updated with best practices in data analytics and recommend improvements to enhance data processes.

### **Qualifications**

- Bachelor's degree in Statistics, Mathematics, Computer Science, Economics, or a related field.
- Strong skills in Microsoft Excel and other spreadsheet software.
- Basic knowledge of SQL and database management.
- Experience with data visualization tools such as Power BI, Tableau, or similar platforms is a plus.
- Familiarity with programming languages like Python or R is advantageous.
- Strong analytical thinking and problem-solving skills.
- High attention to detail and commitment to producing accurate and reliable data.
- Excellent communication skills to present data insights to non-technical stakeholders.



### Preferred Skills

- Basic knowledge of SQL for querying databases and extracting data.
- Ability to create and interpret data visualizations (charts, graphs) to communicate trends and insights.
- Ability to analyze and interpret data to provide actionable insights.
- A strong eye for detail to ensure accuracy in data collection, processing, and reporting.
- Ability to generate and present clear and concise reports to non-technical stakeholders.

**To Apply:** Please submit your resume to [recruitment@ibuqa.io](mailto:recruitment@ibuqa.io) and with the subject line “Junior Data Analyst”. Please include a brief cover letter explaining your interest in the position and in joining ibuQa.

*ibuQa does not discriminate based on race, age, colour, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity, or expression. ibuQa is committed to providing a safe and productive learning and living community. To achieve that goal, we may conduct background investigations for all final candidates being considered for employment. Background checks may include but are not limited to, criminal history.*

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