



JOB DESCRIPTION

DATA ANALYST

REPORTS TO: FUND MANAGER

DESCRIPTION

The Data Analyst is responsible for the processes by which the required source data is acquired, cleaned, validated, stored, protected, and modelled with the purpose of understanding or making conclusions from the data for decision making purposes in the Medical Aid scheme business. Data is presented in charts, tables, reports and includes the designing and development of relational databases for collection and management thereof, in order to provide accessible, reliable and timeous submission to meet and satisfy client's needs.

DUTIES AND RESPONSIBILITIES

Data collection and Cleaning

- Acquire and validate large datasets from various sources to ensure accuracy and completeness.
- Develop and implement data quality assurance processes.
- Investigate and resolve data quality issues and escalate situations according to department processes.
- Assist in defining and/or creating data listings, summary table validation, data specifications and/or process data transfers in preparation for statistical reviews and/or data management audits.

Data Analysis

- Perform exploratory data analysis to identify trends, patterns, and outliers.
- Conduct statistical analysis and hypothesis testing to extract meaningful insights.
- Develop and maintain dashboards and reports for key performance indicators.

Data Modelling and Visualisation

- Build and maintain data models for predictive and prescriptive analysis.
- Create visually appealing and easy-to-understand data visualizations using business tools.

Reporting

- Generate regular and ad-hoc reports to communicate key findings to stakeholders.
- Collaborate with cross-functional teams to understand reporting requirements and deliver actionable insights.

- Preparation of management reports, graphs, management dashboards, tables, business models and data collection templates, at agreed intervals and in accordance with management's requirements.
- Participates in projects to extract data and provide analysis and reporting on industry, business and client scheme strategic and operational initiatives.

Data Interpretation

- Translate complex data findings into understandable and actionable insights.
- Provide recommendations based on data-driven analysis to support business decisions.

Continuous Learning

- Stay abreast of industry trends, emerging technologies, and best practices in data analysis.
- Continuously improve skills and knowledge through training and self-directed learning.

EXPERIENCE AND QUALIFICATIONS REQUIRED

- Bachelor's degree in Statistics, Mathematics, Computer Science, or related field.
- Proven experience in data analysis and interpreting large sets of data.
- At least 5 years' experience in the Medical Scheme industry in Contributions, Claims, Finance
- Advance Excel knowledge to be able to summarise data to validate its accuracy.
- Working knowledge of how data extracts are structured and coded within the IT environment.
- Possess in-depth knowledge and understanding of data centre layout, maintenance, and management.

COMPETENCIES AND ATTRIBUTES REQUIRED

- Solid knowledge of basic programming concepts and data structures
- Strong analytical and administrative skills
- Strong verbal and written communication skills
- Excellent communication and presentation skills.
- Attention to detail and ability to work independently.
- Strong problem-solving skills and a proactive mindset.

WORK REQUIREMENTS

- The position is based in Sunninghill.
- Suitable applicants are to send CV's to jobs@universal.co.za

THE EMPLOYMENT EQUITY APPROACH OF UNIVERSAL HEALTHCARE BROADLY AIMS TO:

- Foster diversity in the workplace;
- Promote equal opportunity and fair treatment in employment through the elimination of all forms of unfair discrimination.

REMUNERATION

- A competitive salary and benefits will be negotiated, consistent with experience and the role and responsibilities of the position.