



**Ministry of Digital Economy**  
Project Management Unit (PMU)

**Job Descriptions**

- 1. Title: Asset Data Analyst** -2 Vacancies
- 2. Introduction:** An Asset Data Analyst is responsible for analysing the received data from ICT and various government departments to ensure the data is complete and ready to catalogue. Also, the role involves identifying trends, forecasting future asset needs, and ensuring compliance with organizational standards.
- 3. Duration:** 6 months service contract
- 4. Job Descriptions :**

**1. Asset Data Analyst - Project Management Unit**

<b>Position</b>	Asset Data Analyst - Project Management Unit
<b>Location</b>	Ministry of Digital Economy (MoDE)
<b>Reporting to</b>	Head of PMU
<b>Objective</b>	The requirement is to analyze data related to IT assets received from ICTA and government departments, ensuring data completeness and preparing it for cataloging.

<b>Key Responsibilities</b>	<p><b>3. Key Responsibilities</b> The Project Manager (PM) will work closely with the Head of PMU and relevant stakeholders to deliver the following tasks:</p> <ol style="list-style-type: none"> <li>1) <b>Data Collection:</b> Support to collect asset data.</li> <li>2) <b>Data Analysis:</b> Analyze received data to identify inconsistencies, missing information, and potential errors.</li> <li>3) <b>Data Cleansing:</b> Cleanse and prepare the data for inclusion in the system catalog.</li> <li>4) <b>Data Validation:</b> Validate the accuracy and completeness of the data.</li> <li>5) <b>Reporting:</b> Reporting the findings.</li> </ol>
<b>Qualifications and Experience</b>	<p><b>(i) Experience</b></p> <ul style="list-style-type: none"> <li>● Minimum of 2 years of experience in data analysis, data management, or a related field.</li> </ul> <p><b>(ii) Knowledge</b></p> <ul style="list-style-type: none"> <li>● Understanding of data quality principles and data cleansing techniques.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>● Proficiency in using data analysis tools (e.g., Excel, SQL).</li> <li>● Experience with data visualization tools is a plus.</li> </ul>
<b>Non-Technical Skills</b>	<ul style="list-style-type: none"> <li>● Strong analytical and problem-solving skills.</li> <li>● Attention to detail and accuracy.</li> <li>● Good communication skills.</li> </ul>
<b>Educational Requirements</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Information Technology, Statistics, Mathematics, or a related field.</li> </ul>
<b>Certifications (Optional)</b>	<ul style="list-style-type: none"> <li>● Relevant certifications in data analysis or data management.</li> </ul>

## 2. Asset Data Analyst - Project Handover

<b>Position</b>	Asset Data Analyst - Project Handover
<b>Location</b>	Ministry of Digital Economy (MoDE)
<b>Reporting to</b>	Head of PMU

<b>Objective</b>	The specific requirement is to analyze data related to IT assets received from ICTA and government departments during project handover, ensuring data completeness and preparing it for cataloging.
<b>Key Responsibilities</b>	<p><b>3. Key Responsibilities</b>  The Project Manager (PM) will work closely with the Head of PMU and relevant stakeholders to deliver the following tasks:</p> <ol style="list-style-type: none"> <li>1) <b>Data Collection:</b> Support to collect asset data.</li> <li>2) <b>Data Analysis:</b> Analyze received data to identify inconsistencies, missing information, and potential errors.</li> <li>3) <b>Data Cleansing:</b> Cleanse and prepare the data for inclusion in the system catalog.</li> <li>4) <b>Data Validation:</b> Validate the accuracy and completeness of the data.</li> <li>5) <b>Reporting:</b> Reporting the findings.</li> </ol>
<b>Qualifications and Experience</b>	<p><b>(i) Experience</b></p> <ul style="list-style-type: none"> <li>● Minimum of 2 years of experience in data analysis, data management, or a related field.</li> </ul> <p><b>(ii) Knowledge</b></p> <ul style="list-style-type: none"> <li>● Understanding of data quality principles and data cleansing techniques.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>● Proficiency in using data analysis tools (e.g., Excel, SQL).</li> <li>● Experience with data visualization tools is a plus.</li> </ul>
<b>Non-Technical Skills</b>	<ul style="list-style-type: none"> <li>● Strong analytical and problem-solving skills.</li> <li>● Attention to detail and accuracy.</li> <li>● Good communication skills.</li> </ul>
<b>Educational Requirements</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Information Technology, Statistics, Mathematics, or a related field.</li> </ul>
<b>Certifications (Optional)</b>	<ul style="list-style-type: none"> <li>● Relevant certifications in data analysis or data management.</li> </ul>