

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:

Job Title: Data Analyst

Location: Head Office

Department: Operations Department

Report to: Head, Non-Revenue Water/NRW – Coordinator

Supervises: -

Description

The Data Analyst is responsible for extracting information from management reports, billing software, SAP, LICS, Oracle and other information systems and present simplified versions/reports with information to fellow staff for discussion/review/decision(s). The work will revolve around Non-Revenue Water work within the operations department whilst liaising with other departments within the company.

Main Duties and Responsibilities

Extract from various MIS systems the following information:

- List of metered/unmetered customers for all assigned water supply system/ district metered area (DMA) within the company.
- Ensure that all customers/accounts are assigned to their identified DMA as provided by the designated engineer or designate.
- Ensure on a monthly basis or earlier that all new or updated information from the billing software is presented to the respective parties (engineers/supervisors) for guidance and actions where necessary.
- Highlight potential duplicated accounts/ incorrect information from the monthly report to the designated staff for investigation/action.

- Analyse datasets to identify trends, patterns and any anomalies and make recommendations where necessary to update/make changes to dataset.
- Identify any anomalies with the meter management process that requires attention with aim of improving its efficiency.
- Creation of dashboards for ease of visibility of dataset for all parties involved with NRW work.
- Analyse metered consumption pattern within each water supply system/DMA to identify potential high/ low/zero consumption values. This listing should be presented to the respective managers for investigation and action where necessary.
- Present monthly production reports for each water supply system/ District metered area (DMA). Additionally, extract production information from LICS/ HWM/i2o logger system to capture bulk flow information from production sites and respective DMAs for analytical work where applicable.
- Reconcile bulk flow meter readings with domestic meter readings to determine the level of losses within each area.
- Conduct analysis on leakages on pipe network and service connections when required utilizing the various operational complaints platforms.
- Present any information which is relevant to allow good data flow to strengthen the analytical aspect of NRW within the assigned areas.
- Prepare billed metered/unmetered reports for each water supply system/DMA or where necessary.
- Perform NRW calculation for respective DMAs, water supply system, all regional areas and at company level.
- Perform any other duties within the scope of the position as required.

Qualifications

- Diploma in Computer Science, Statistics, or related field.
- Two (2) years of work experience.

Technical Skills

- Proficient in the use of Advance Microsoft Excel with good analytical skills.