## Overview

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<td>Job Profile Name</td>
<td>Associate Specialist, Data Quality and Test Management, Information Technology</td>
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### Job Profile Summary

Reporting to the Lead Data Analysis, the Data Quality and Test Management Associate Specialist is responsible for managing the quality, integrity and validity of the Global Fund data, and in particular the data related to the Covid-19 Response Mechanism, as well as for developing processes to ensure optimum data quality. They also define quality control plans to identify any issues or ways to improve systems and database designs.

The Data Quality and Test Management Associate Specialist provides technical support and advice to all business units and stakeholders on the identification and rectification of all data quality issues and is a key liaison for identifying, analyzing the root cause of, specifying solution options for, and following up on resolution of data discrepancies.

The Data Quality and Test Management Associate Specialist provides data analysis for specific functional areas as well as project specifications and is involved in the testing methodology (test strategy, test planning and test execution) with the objective of ensuring that data is available/provided to the relevant functions with the expected level of quality as defined in collaboration with the respective data owners.

In this capacity they will contribute to the creation and enrichment of the organization’s data repositories, as well as the organization and maintenance of its content in a manner consistent with the relevant compliance and quality goals.

The data repositories include the corporate data warehouse, data marts, datahub, data lake and any other data repository supporting data reporting, analysis, sharing or data extraction.

The person in this role will combine a deep understanding of business data and business processes and how they are implemented, with a solid expertise in implementing data quality and test management in a complex enterprise data model that is evolving over time.

They will also have a key role in moving the organization from a maturity level of measuring short term/perceived data quality measurements to a level of longer-term improvement with formalized problem/defect and root cause tracking.

### Job Description

#### Key Responsibilities

**As Data Quality and Test Management Associate Specialist they**

- Provide a high level of data quality awareness across multiple stakeholders, e.g., manager, data owners, data stewards, etc.
- Evaluate and identify where system enhancements are required to ensure a high level of data quality
- Carry out regular system assessments and data reviews and make recommendations to management that will ensure efficient data management process Provides specialist technical advice and support to other system specialist and stakeholders regarding data quality
- Identify processes for continuous data quality improvement, proactively tracks system reports on data quality, develops and produces data quality reports, analyzes data and reports on trends
- Contribute to business requirements, specifications, User Acceptance Testing (UAT) and quality assurance testing processes.
• Act as a key point of contact for liaising and consulting with stakeholders ensuring that data integrity issues are resolved in an efficient manner and data continues to meet business requirements.

• Work closely with the Data Delivery team to produce the specifications and support the design of the assigned data repositories, and with the Data Governance team to define compliance rules for Data Quality and to support the corporate data catalog.

• Act as contact point for knowledge within IT for medium complex business domain Data Models and ensure consistency and coherence of these data models between the different IT systems and projects.

• Can be solicited by other IT project teams to provide guidance and review their data models under the supervision of the Lead Data Analysis.

• Produce and formalize the business requirements and functional specifications for low to medium size data projects. Drives the related functional solution design discussions with the delivery teams.

• Contribute to the testing phases for the definition of the test strategy, the tests scenarios and to get the business sign-off of the test scenarios and UAT exit criteria; contribute to the actual test implementation and the analysis of complex data issues.

• Provide level 3 support on medium complexity data quality issues.

• Liaise with the relevant business representatives to ensure common understanding and management of the Global Fund data and meta-data.

• Undertake other projects or assignments as assigned by the Lead Data Analysis or Data Services Manager.

Qualifications

Essential:

• University Degree in information systems management, software engineering or a related field or an equivalent and relevant work experience.

• Certification, training or experience in the following technologies/domains: Database Modelling, Data Warehouse and Datamarts, Software engineering test management.

• Experience utilizing IT and software systems to manage quality, integrity and validity of data.

• Experience in identifying, analyzing, reporting and managing data through Structured Query Language (SQL).

Desirable:
A recognized data quality certification (e.g. IQCP, CIMP, ISO 8000)
Certification, training or experience in the following technologies: DataLake, Big data, Tableau, SOA/ WebServices
Knowledge of Informatica / Dell Boomi / Salesforce

**Experience**

**Essential:**
- Multiple years of experience in a data quality focused role in complex environments
- Experience structuring and executing test plans for data systems
- Experience interacting with business users and various stakeholders.
- Experience in data modelling in the context of datawarehouse, datamarts and/or datalake
- Experience in partnering with business for the delivery of data projects
- Data system design experience (functional specifications, logical data models, use cases)
- Experience in dynamic and fast-changing environment, diverse cultures and multiple agendas
- Expertise in one or more functional areas of the Global Fund and/or technology platforms, combined with strong process understanding and problem-solving skills.

**Desirable:**
- Understanding of Grant Management business model and related data and processes at the Global Fund
- Experience with international financial services organizations
- Experience with international/non-profit organizations

**Competencies**

**Languages:**
An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset

**Organizational Competencies:**
- Global Fund awareness and mind-set
• Service orientation
• Drive for results
• Collaboration
• Interaction
• Adaptability

**Functional Competencies:**

• IT
• Analytical
• Business
• Due Diligence
• Project Management
• Negotiations
• Finance
• Operational Policies

**Other Competencies:**

• Extremely meticulous in approach to work
• Outstanding attention to detail
• Business and data analysis skills
• Ability to accept responsibilities and accountabilities and be focused on delivering outcomes to meet team and business objectives
• Effective organizational skills to manage and priorities a diverse and complex workload under tight time constraints and with a focus on delivering results
• Proven passion for the data quality discipline
• Exposure to business theory, business process development, governance processes, management

**Additional Job Description**

**Key metrics:**

• Increased maturity of the Organization on data quality
• Improved quality of company reporting
• Reduced number of data quality issues
• Consistency and integrity of the data in the data repositories

Key internal relationships:
Data Delivery Team, Data Governance Team, IT Business Partners, Application Services team, Business SME, Architecture & Security team, Legal

Key external relationships:
IT consultants (on-site and offshore)

Job Title Default
Associate Specialist, Data Quality and Test Management, IT

Restrict to Country

Management Level
Grade Level C

Job Family
IT Data and Analytics

Job Classifications
Professional - Professional (TGF Job Groups)

Work Shift Required
No

Public Job
No

Referral Payment Plan