



# Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

## JOB DESCRIPTION

<b>Position Title:</b>	Data & Reporting Analysts (2 Vacancies)	
<b>Status of Post</b>	One Year (with possibility of extension)	
<b>Grade:</b>	PL – Ungraded	<b>Salary:</b> \$30,000
<b>Ministry/Agency</b>	Ministry of Finance, Banking, & Postal Services (MOFBPS)	<b>Division:</b> Monitoring & Evaluation Unit
<b>Location:</b>	Majuro	
<b>Reports to:</b>	M&E Director	

### JOB PURPOSE:

The Data & Reporting Analyst ensures that reliable, accurate, and timely data underpins the monitoring and management of Compact and Trust Fund programs. By developing and maintaining databases and dashboards, validating and analyzing financial and programmatic data, and producing clear reports and visualizations, the role strengthens transparency, accountability, and evidence-based decision-making. The Analyst also safeguards data integrity and accessibility, providing technical support to ensure that program performance is tracked effectively and aligned with national priorities.

### MAIN RESPONSIBILITIES:

#### *Maintain Databases and Dashboards*

1. Automate data collection and reporting processes where feasible to improve efficiency and accuracy.
2. Continuously update systems to reflect evolving program requirements, ensuring that performance data is accessible to decision-makers in real time.

#### *Collect, Validate, and Analyze Financial and Programmatic Data*

3. Gather financial, operational, and programmatic data from multiple sources, ensuring accuracy, completeness, and consistency.
4. Conduct data cleaning, validation, and reconciliation to address errors or discrepancies.
5. Apply statistical and analytical techniques to identify trends, variances, and areas requiring attention or improvement.

#### *Produce Timely and Accurate Reports*

6. Prepare periodic financial, programmatic, and performance reports for submission to Cabinet, development partners, and internal stakeholders.
7. Ensure reports meet technical standards and donor requirements, providing clear narratives supported by robust data.
8. Develop tailored reporting outputs (e.g., infographics, dashboards, briefs) that communicate complex information in a clear and actionable manner.



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### ***Support Data-Driven Decision-Making***

9. Provide management and program teams with analytics, forecasts, and scenario modeling to inform planning and resource allocation.
10. Use data visualization techniques to present insights in a compelling and accessible format for policymakers and stakeholders.
11. Collaborate with Monitoring & Evaluation Specialists and other units to integrate data into broader performance assessments.

### ***Ensure Data Security, Integrity, and Accessibility***

12. Implement protocols and safeguards to protect sensitive financial and programmatic data against unauthorized access or breaches.
13. Maintain data integrity by ensuring proper version control, storage, and documentation of data sources.
14. Facilitate controlled access to data systems, balancing security requirements with the need for transparency and usability.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Finance, Accounting, Economics, Public Administration, or a related field is required.
- Minimum of 5 years of progressively responsible experience in compliance, auditing, public financial management, internal controls, or related functions.
- Experience in preparing reports for senior management or external auditors is desirable.
- Strong knowledge of financial management systems, accounting principles, and internal control frameworks.
- Familiarity with risk management methodologies and compliance monitoring tools.
- Proficiency in data analysis, reporting software, and MS Office applications (Excel, Word, PowerPoint).
- Ability to interpret regulations, agreements, and donor guidelines to ensure compliance.
- Strong analytical and problem-solving skills, with attention to detail and accuracy.
- Excellent communication and interpersonal skills, including the ability to provide guidance to colleagues and stakeholders.
- High levels of integrity, professionalism, and ethical standards.
- Ability to manage multiple priorities, meet deadlines, and work independently or as part of a team.



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