



# PEACE & EQUITY FOUNDATION

Transforming Poor Communities Through Sustainable Social Enterprise

## JOB DESCRIPTION

JOB TITLE : **SENIOR BUSINESS INTELLIGENCE OFFICER**  
Department : Business Intelligence Unit

### ORGANIZATIONAL RELATIONSHIP

- 1.1 Reporting to : Business Intelligence Manager
- 1.2 Supervising : Business Intelligence Specialist
- 1.3 Coordinating with : All Units

### JOB SUMMARY

Based on the 2016-2020 strategic plan where PEF shall be the premiere knowledge resource of Social Enterprise in the country, the Business Intelligence Officer is responsible for promoting and utilizing PEF knowledge assets by working internally through various units within the organization and externally with partners and stakeholders. The Officer assesses what information needed and how it will be disseminated within the organization.

### DUTIES AND RESPONSIBILITIES

#### 1. Planning and Implementation

- 1.1. Prepare annual plan and budget for expenditures related to Research and Development, Impact Studies and KM.
- 1.2. Ensure that risks associated in managing various projects in Business Intelligence are identified and appropriate systems and processes to manage these risks are incorporated in the work plan.
- 1.3. Monitor progress of implementation of approved plan and budget.
- 1.4. Submit annual and mid-term evaluation report (15 months operation) vis-à-vis the 30-month work plan and the 5-year program (2016-2020).

#### 2. Research and Development

- 2.1 Develop a research and knowledge management manual.
- 2.2 Prepare the annual Research and Development plan.
- 2.3 Establish research framework, protocols and design appropriate research methodology including impact studies.

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- 2.4 Supervise implementation of research and development projects including impact studies.
- 2.5 Establish a systematic process to capture and analyze local and international industry trends and outlook.
- 2.6 Scan industries and trends in the external environment (local and international) and identify possible opportunities.
- 2.7 To recommend opportunities/venue for PEF investments and interventions.

### **3. Knowledge Management**

- 3.1 Supervise the installation of appropriate Knowledge Management (KM) System (processes, infrastructure, organizational policies and procedures).
- 3.2 Facilitate a process among the units that will incorporate (into operations) tools and methods to capture, generate and share knowledge.
- 3.3 Conduct regular monitoring of KM materials.
- 3.4 Develop M&E reference guides, assessment tools, data collection forms, and other M&E related documents and materials.
- 3.5 Strengthen knowledge management capacities of staff to properly identify knowledge needs and use of knowledge products through the provision of training, guidance and mentoring.
- 3.6 Conduct assessment reviews on regular basis (quarterly or annually) depending on the classification of KM materials.
- 3.7 Facilitate documentation and reporting of assessments, program data, lessons learnt and best practices for internal and external sharing.
- 3.8 Document and identify the emergent learning in scaling up SE based on the success and failure factors of selected projects that will be available for PEF to improve its planning and implementation and for SE players for their reference and information.
- 3.9 Spot/scan the best and worst practices in order to create templates for replication and expansion and risk management associated to SEs.

### **4. Capacity Development & Learning**

- 4.1 Guide the development of content of conferences, advocacies and learning events for PEF partners, stakeholders, and other external clients.
- 4.2 Coordinate with Communications group for publication of relevant knowledge products.



## 5. Supervision and Coordination

- 5.1 Manage the performance of Business Intelligence Specialist.
- 5.2 Provide clear operational directions and regular monitoring and feedback on performance.
- 5.3 Provide coaching and mentoring to ensure their continuous learning and development.
- 5.4 Coordinate with the support units in ensuring that support services are provided.
- 5.5 Plan the requirements for Consultants or Service Contractors to undertake specific tasks in R&D and KM.
- 5.6 Design the criteria for hiring and evaluation of Consultants or Service Contractors particularly for impact studies.
- 5.7 Prepare terms of reference of Consultants and Service Contractors based on established policy, criteria and approved budget.
- 5.8 Source, monitor, and evaluate final output of accredited Consultants hired for a specific project.

## JOB SPECIFICATIONS

### 1. EDUCATION AND EXPERIENCE

- Education – Bachelor of Science/Arts; background in Statistics, Master's degree in related field
- Experience – 5 years work experience in similar position

### 2. KEY COMPETENCIES

- Good research background; statistical tools assessment and analysis
- Good analytical skills to study data and determine trends
- Communication skills; to communicate findings with PEF and to partners
- Problem solving; to look for solutions to problems and conflicts
- Time management; to meet deadlines
- Management of contracts/
- Can work in cross-functional teams