



JOB DESCRIPTION

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

ORGANIZATIONAL RELATIONSHIP

- 1.1 Reporting to : Business Intelligence Officer
- 1.2 Supervising : n/a
- 1.3 Coordinating with : All Units

JOB SUMMARY

The Business Intelligence Specialist is responsible for providing timely and accurate support in the areas of: (1) Research & Development and (2) Impact Studies.

DUTIES AND RESPONSIBILITIES

1. Research and Development

- 1.1 Conduct research work such as industry and sectoral studies, case studies, and technology assessments based on PEF's research agenda.
- 1.2 Follow research protocols and methodology as identified by the BI Officer.
- 1.3 Coordinate the conduct of case studies and other approved researches contracted out with service providers/researchers.
- 1.4 Review and monitor work of researchers hired to conduct specific research output.
- 1.5 Maintain and update database of various knowledge products/research studies.
- 1.6 Review the program portfolio database to capture possible areas for research and development of knowledge products.

2. Impact Studies

- 2.1 Provide technical inputs to institutional baseline, midterm and final impact studies.
- 2.2 Canvass of research firm to conduct baseline, midterm and final impact studies.



PEACE & EQUITY FOUNDATION

Transforming Poor Communities Through Sustainable Social Enterprise

- 2.3 Provide clear guidelines to research firms in the process of selection and preparation of inception reports.
- 2.4 Coordinate the research firms with PEF partners for the conduct of impact studies.
- 2.5 Review and monitor work of research firms and ensure compliance to agreed guidelines/ protocols.
- 2.6 Ensure security of impact studies information on databases.
- 2.7 Relevant impact study results and findings are packaged for presentation to the Management and the Board.

3. Knowledge Management

- 3.1 Provide information and data to support technical assistance to internal and external clients, specifically on the following:
 - 3.1.1 Institutional baseline information
 - 3.1.2 Input to PEF strategic and annual planning and review
 - 3.1.3 Result of impact studies
- 3.2 Document knowledge gained through PEF organized learning events and other events where PEF is either a donor or an invited participant.

JOB SPECIFICATIONS

1. EDUCATION AND EXPERIENCE

- Education – Bachelor of Science/Arts
- Experience – 3 years work experience in similar position

2. KEY COMPETENCIES

- Coordination work; 3rd party and staff task forces
- Good communication (writing, speaking and presentation skills)
- Good research background; impact studies, industry studies, case studies