



Position title: Reporting Analyst

Location: Bryanston, Johannesburg, South Africa

Start date: As soon as possible

Background

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks and wildlife reserves in partnership with governments and local communities. African Parks applies a strong results-driven 'business approach to conservation'. Each of the 19 parks constitutes its own conservation entity, with a park management unit which operates within a framework of their mandate with government, their business plan/budget which clearly defines the project's objectives, and the African Parks SOPs.

The ideal candidate will be responsible for performing complex data manipulation and analysis, as well as design and development of reporting and integration solutions to support the company and its clients. The Reporting Analyst will be involved in development of new software solutions (dealt with as projects) as well as maintaining existing systems (part of operational maintenance tasks).

Reporting to Financial System Lead, this dynamic individual will be responsible to understand business requirements and participate in the design, development, analysis and testing of business process and/or application changes. To provide functional Business Application and related process support to users.

Job Summary:

- Data extracts/reports: Write scripts according to requirement specification assigned by the Team Leader / Project Manager / General Manager in high level of quality
- Maintenance: Check and correct problems in existing systems or processes (solve defects). Write extract scripts to ensure general and overall maintenance requirements of the different areas are adhered to through data extracts provided by the Reporting Analyst
- Decision support: Write reports to support management and executives in making informed decisions.
- Demonstrate SQL best practices with regards to security and privacy as well as design.
- Create SQL views, Common Table Expressions (CTEs) and stored procedures to combine / aggregate data needed for reporting purposes.
- Troubleshoot and resolve data gaps or design deficiencies as they appear.
- Review and analyse on-going customer requests.
- Performs problem resolution and root cause analysis along with recommending and implementing preventive techniques.
- Be responsive and timely with ad-hoc data requests.
- Additional responsibilities as required by management.

Qualifications and skills required

- Relevant Bachelor's Degree / Diploma in Computer Sciences, Computer Engineering, Computer Information systems, or related field.
- Experience in Microsoft Dynamics 365 BC
- 3 - 5 years of experience in data administration / data requirements extraction
- Additional beneficial qualifications:
- An understanding of relational database structures
- SQL certification advantageous.
- Experience with databases specifically Microsoft SQL
- An understanding of relational database structures.



- Experience in data analysis and data manipulation.
- Experience writing and tuning SQL queries for optimised performance in a large data volume environment.

Key responsibilities will include:

- Gather, document and interpret business requirements (as is process) to assist in the translation of business requirements to solutions
- Create process maps of business processes
- Conduct system testing
- Ensure that the solution provided addresses business needs
- Assist with the completion of test scripts and User Acceptance Testing
- Assist in the planning and implementation of user training
- Work on projects, mini-projects and assignments according to the specification and scope, and to the delivery deadlines as assigned
- Ensure project documents are complete, current, and stored appropriately
- Effectively communicates relevant project information to stakeholders
- Resolves and/or escalates issues in a timely fashion
- Troubleshoot and test supported applications
- Interact with key stakeholders including business application owners, application end users to ensure they receive the best service.
- Research emerging application methodologies, technologies and trends to inform improvement initiatives.
- Provide operational support to business users

Job Requirements:

Minimum Requirements:

- Up to 4 years' experience in business applications
- Exposure to IT function
- Exposure to ERP Systems (Microsoft Dynamics)

The Ideal Candidate:

- Customer service focused
- Ability to work to deadlines
- Capability to operate under pressure
- A methodical and organized approach to their daily work tasks
- Have the ability to build relationships and work collaboratively and consult within a team environment.

Job-Related Knowledge and Skills:

- Possesses general understanding in the areas of applications
- Project lifecycle knowledge
- Understanding existing applications, their dependencies and integrations
- Problem-solving skills
- Computer skills (MS Office; Intermediate Excel)
- Excellent verbal, presentation and written communication skills

To apply, please email your CV and cover letter to hadmin@africanparks.org by **06 May 2022**.

Should you not hear back from us within 2 weeks after closing date, please take it that your application was unsuccessful.