



## THE NAIROBI HOSPITAL

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### CAREER OPPORTUNITY

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The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2019-2024).

#### **DATA ANALYTICS OFFICER**

**REF: TNH/HRD/DAO/08/2023**

Reporting to the Manager, Systems Security, the successful will ensure the Hospital leverages and capitalizes on big data and its various applications to improve and drive the quality of health care and patient experience in line with the Hospital's objectives.

#### **ROLES AND RESPONSIBILITIES**

- Apply knowledge of data, data structure and analytical tools to research or identify trends, expenditures, and utilization of patients' healthcare needs;
- Respond to requests for data by determining user's needs, collecting, organizing, and analyzing data, and providing accurate and complete reports and information;
- Gather and interpret data from a variety of sources such as billing claims, cost reports, and patient satisfaction surveys to help the Hospital to improve the quality of care, lower the cost of care, and enhance the patient experience;
- Identify, develop and implement methods and techniques for improving reporting efficiency for in the department;
- Check and audit various data sources to ensure data adheres to data governance and maintenance policies;
- Maintain and apply knowledge of current trends, practices and developments in the health care sector;
- Educate and assist in problem solving to promote the implementation of the health care initiatives and research;
- Suggest ways to both increase healthcare quality and reduce costs;
- Contribute to data integrity, governance, and data structure standards and policies;
- Ensure compliance with all HIPAA, Confidentiality and Privacy laws; and

- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

## **EDUCATION AND EXPERIENCE**

- Bachelor of Science degree in Computer Science, Software Engineering Health Informatics, Actuarial Science, Statistics, or Mathematics or any other related field from a recognized institution.
- Minimum of 3 years' IT experience preferably in data analytics.

## **CORE COMPETENCIES**

- Knowledge of SQL-Server, including stored procedures, table definitions and queries.
- Good understanding of the Hospital's claims processing, rules, and regulations.
- Knowledge of Enterprise Data Warehouse (EDW), data management systems, and knowledge of Extract, Transform, and Load (ETL) frameworks.
- Ability to work effectively with key stakeholders on complex cross-team or work group projects.
- Ability to apply discretion and judgment in discussing confidential information and demonstrate the ability to change direction in response to changing work situations.
- Excellent problem-solving skills and a keen eye for details to carefully assess and accommodate detailed data requirements.
- Proficient with Microsoft Office tools, especially PowerPoint, Excel, Access, and Word for data analysis and presentation.
- Ability to analyze, explain, and draw logical conclusions based on complex data from multiple content areas.
- Ability to clearly articulate ideas and concepts both verbally and in writing.
- Must be organized, able to prioritize tasks, and work effectively on multiple assignments.
- High-level interpersonal and cross-cultural skills, including ability to build consensus, alliances and collaborative relationships with sensitivity to diversity/inclusion.
- Creativity and innovation skills, with ability to use technology and other modern tools to drive decision making and implementation.
- Professionalism and integrity in line with the Hospital values.
- High-level oral and written communication skills.
- Critical and analytical thinking and problem solving skills.
- Personal motivation and drive exhibited through commitment to hard work, continuous improvement and achievement of goals.

- Good customer relationship management skills (internal and external customers).

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **1<sup>st</sup> September, 2023**.

Only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

Please note that The Nairobi Hospital does not charge any fees from applicants at any stage, nor has it engaged a third party to facilitate this hire.

All communications to successful candidates will be done using official contacts as listed on our website.

*Only online applications will be accepted.*

*The Nairobi Hospital does **NOT** charge recruitment fees.*

**Human Resources Manager**

**The Nairobi Hospital**

**P. O. Box 30026 - 00100**

**NAIROBI**

**Email: [recruitment@nbihosp.org](mailto:recruitment@nbihosp.org)**