

## POSITION DESCRIPTION

<b>Position:</b>	<b>Data Analyst</b>
<b>Duration:</b>	Full time to December 2025
<b>Location:</b>	Bangkok, Thailand
<b>Reports to:</b>	Programs Director
<b>Closing date:</b>	11:59pm (Bangkok time) on Thursday 31 October 2024

### About P4I

Partnerships for Infrastructure (P4I) is the Australian Government's flagship infrastructure initiative for Southeast Asia. It partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN) to foster inclusive growth through sustainable economic infrastructure (i.e. transport, energy, telecommunications, and utilities).

Delivered through a single team, the initiative is led by the Australian Department of Foreign Affairs and Trade in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One. The Program's Head Office is in Bangkok.

P4I focuses on infrastructure prioritisation and planning, policy and regulation, and procurement and project preparation (P4I does not finance the delivery of infrastructure). All services aim to address gender equality and social inclusion, and disaster risk reduction and climate change issues. P4I can respond to rapid requests, but ultimately aims to develop longer-term infrastructure engagement. Further information about P4I is available at [www.partnershipsforinfrastructure.org](http://www.partnershipsforinfrastructure.org).

### The Role

**This position is open to Thai nationals only.**

The position forms part of the Programs team which focuses on program systems and compliance, and analysing portfolio delivery progress. The Data Analyst will work closely with the Programs Director to leverage data for portfolio and progress management and improve program systems.

The position will:

- Ensure accuracy and integrity of program data in Sharepoint through quality assurance and compliance monitoring of processes.
- Analyse program data to contribute to invoicing, budget management, and forecasting processes.
- Collaborate with Operations team and P4I Program Management Office on maintaining, reconciling and integrating program data across different databases
- Collaborate with Programs Director and IT Officer on improvements to SharePoint program management systems
- Contribute to program and portfolio progress reporting, in collaboration with the Performance team.
- Provide support to activity teams and other staff on functional aspects of Sharepoint use

In undertaking all the above, the position will operate as part of P4I's One-Team, contributing to well-coordinated planning and delivery across all members of the Delivery Partner organisations.

### Selection Criteria

- Qualifications and professional experience in a relevant discipline.
- At least 4 years relevant working experience, particularly in management of data systems.



- Excellent knowledge of standard office software and database applications (e.g. Sharepoint, PowerBI and PowerAutomate).
- Excellent communication and interpersonal skills in English required.
- Strong analytical skills and high attention to detail.
- Strong organisational skills and ability to manage a range of tasks.
- Demonstrated ability to work collaboratively as part of a broader and diverse team
- Experience working in a bilateral or multilateral development assistance organisation desirable, but not essential.

## How to Apply

Interested applicants are requested to follow the instructions in the following link.

<https://adamsmithinternational1.recruitee.com/o/data-analyst>

Applications must be submitted by **11:59pm (Bangkok time) on Thursday 31 October 2024.**

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be recruited through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. Women, people with disabilities, Indigenous and ethnic minority groups, and nationals of P4I's partner countries are encouraged to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.