**Job Description**

**Job Title: Business Intelligence Analyst**

**Location: Ruiru, Kenya**

**Position reports to: Market Research Manager**

**About BURN**

Based in Kenya, BURN designs, produces and distributes East Africa’s best-selling, most durable and economical charcoal and wood cookstoves that also dramatically reduce harmful smoke emissions which can cause significant health problems, even death.

Not only does BURN sell the world’s most fuel-efficient charcoal and wood household stoves, but we are also the only cookstove company that manufactures all its products in sub-Saharan Africa’s only state-of-the-art clean cookstove manufacturing facility.

Since 2013, BURN has sold 700,000+ Jikokoa ™ stoves in East Africa. These stoves have helped 3,000,000 beneficiaries save $215 million in fuel expenditures and 2.6 million tons of wood while reducing indoor air pollution by 65%.

BURN currently sells ~25,000 stoves per month and is on track to double sales over the next 12 months by expanding its successful model across Africa. BURN has 300 employees and expects strong growth in the number of employees in the coming years.

BURN is now poised to bring its revolutionary biomass cookstoves – as well as a new range of electric, hybrid, and liquid fuel stoves to Sub-Saharan Africa & beyond. Over the next 3 years, BURN will enter 6 new countries and launch 5 new products.

**About the Role:**

The role is responsible for gathering business data through different ways including through mining a company's homegrown data, competitor data and industry trends. With the data collected, the BI analyst will help develop a picture of the company's competitiveness compared to other player in the market. Accordingly, they suggest solutions for improvement. The business intelligence analyst role is highly analytical and requires a balance of big data analysis, communication and problem-solving skills. The Business intelligence (BI) analyst is expected to transform data into insights that drive business value.

Through use of data analytics, data visualization and data modeling techniques and technologies, the BI analyst should be able to unearth insights from the data that can help other departments, managers and executives make business decisions to modernize and improve processes in the organization.

**Roles & Responsibilities:**

* Generate BI reports, dashboards and data models with the help of BI tools and MS-Office products and present consequent reports to management.
* Review and validate homegrown customer data as it’s collected.
* Create, discover and implement new data analysis, visualization and processing programs.
* Work closely with all departments that generate and consume homegrown data to validate data sources and deliver quality data output that is usable for strategic decision making.
* Cooperate with IT department to deploy software and hardware upgrades that make it possible to leverage big data use cases.
* Monitor analytics and metrics results and communicate the same effectively and in a timely manner to user departments and any other external stakeholders.
* Review customer data to ensure integrity of data collection and utilization.
* Perform data profiling to identify and understand anomalies.
* Develop policies and procedures/SOP’s for the collection and analysis of data.
* Oversee the deployment of data to the data warehouse systems.

**Skills & Qualifications:**

* Strong background in statistics, applied mathematics, operations research, economics, or a related field;
* Wide experience in data analysis especially quantitative and strong computer skills using such tools like Ms. Excel, R, and SPSS and standard business and graphics software on Windows platforms like Power BI, Tableau etc. and in a big data environment
* Aptitude for quantitative problem solving and precision;
* Good communication skills;
* Ability to work collaboratively in an informal, collegial environment.
* Ability to work effectively under deadlines.

 **Compensation and Benefits:**

* Competitive compensation competitive with the industry

At BURN and within our teams we value and recognize ability and performance. We welcome new ideas and suggestions for better ways of achieving project goals and encourage continual improvement of skills and methods. We do our work on a flexible schedule as the work demands but most importantly, we meet deadlines.