



<u>(Deliverables, Decision level, Demonstrate &amp; Dimensions)</u>	
Job Title: <b>BI/Datawarehouse and Analytics Manager</b>	Proposed Level:
Department: <b>IT</b>	Location: Airtel Rwanda HQ.
Reporting to: <b>IT Director</b>	Date: 08 August 2022
<u>Purpose of the Job (Brief)</u>	
The Data Warehouse, Analytics and BI Manager ensures delivery of timely, accurate and consistent information to the business, as well as defines the DW/BI strategy for the operation.	
<u>Deliverables (Maximum 5-6 key responsibilities)</u>	
<i>This section requires the top five accountabilities that role is to deliver own. Written in outcome language, this is not a listing of tasks but a grouping of tasks to determine outcomes required from the tasks.</i>	
Expected Key Results	Activities (Detailed KPIs)
1. Manage the BI/DWH planning aspect by putting in place tools to ensure that the business achieves the desired or better outcomes.	<ul style="list-style-type: none"> <li>• Ensure data is provided within agreed timelines and that it is consistent with the sources</li> <li>• Meet and collaborate with business users on requirements, objectives and measures.</li> <li>• Identify and propose Data Warehouse and Business Intelligence initiatives that provide high business value to the business</li> </ul>
2. Ensure Stability and Reliability of BI/DWH systems & its Operations	<ul style="list-style-type: none"> <li>• Ensure delivery of timely, accurate and consistent information to the business, as well as defines the DW/BI strategy</li> <li>• 99.9 % of DWH reports delivered in a timely manner</li> <li>• Deliver all BI/DWH projects accordingly to the strategy within: Budget, Scope ,Timeline and Quality</li> <li>• Increase the coverage of BI reports</li> <li>• ETL: 100% coverage of all the sources of data(network, call center, etc, ...)</li> </ul>
3. Manage BI/DWH Operations Partner Relationship	<ul style="list-style-type: none"> <li>• Manage the BI OPERATIONS Partner(s) &amp; ensure service delivery to agreed quality and SLA</li> <li>• Ensure value delivery to Airtel Rwanda by maintaining oversight of related managed services;</li> <li>• Ensure continuous alignment of IT actions with Business Imperatives – Ensure partner(s) develop and target IT capabilities towards high impact business initiatives</li> </ul>
4. Manage Timely Rollout of BI Projects / Governance	<ul style="list-style-type: none"> <li>• Ensure appropriate Governance mechanisms for BI issues/Projects.</li> <li>• Oversee the formulation and implementation of appropriate information management policies and procedures;</li> <li>• On time Delivery of BI solutions to facilitate commercial products and services through effective management of IT projects and/or</li> </ul>

		programs & IT operations. Group Alignment for BI/DWH strategy
<b>Decision level</b>		
<i>This section requires an overview of the decisions taken by the role holder and who actually takes accountability for the decisions. It is a description of primary versus shared responsibility or where one only contributes to decisions.</i>		
<input type="checkbox"/> <b>Prime:</b> Final Decision Making authority, accountable to the Management	<input checked="" type="checkbox"/> <b>Shared:</b> Decisions reached jointly with peers on a collective basis	<input checked="" type="checkbox"/> <b>Contributory:</b> Makes a major contribution to a decision or policy judgment reached by others
<b>Demonstrate (Key competencies)</b>		
<i>This section requires an overview of the skills, education and experience required to do the job at a satisfactory level. It is not a list of the job holder's qualification.</i>		
Skills critical to the role:		
<ul style="list-style-type: none"> <li>Excellent communication, presentation and organizational skills</li> </ul>		
<u>Educational Level:</u> Must have: <ul style="list-style-type: none"> <li>Bachelor's or Master's degree in Communication Systems Engineering, Computer IT Engineering, Computer Science or related Information Communication Technology field</li> <li>Professional qualification/certification in Project Management Techniques and related disciplines.</li> <li></li> </ul>		<u>Working Experience:</u> Must have: <ul style="list-style-type: none"> <li>5-10+ years with a minimum of 5 years in management role preferably within the</li> <li>IT/Telecoms industry.</li> <li>Experience on delivering multiple complex projects and institutionalizing IT Process is Key</li> </ul>
<b>Dimensions</b>		
Impact of position:		
Impact on customers (Please select one of the options below):		
i) Type of customers Mainly Internal <input checked="" type="checkbox"/>	Mainly External <input type="checkbox"/>	Internal & External <input checked="" type="checkbox"/>
No. of Subordinates :		
1		
<b>Approvals</b>		
Job Holder's signature		
Line Manager's signature		