Trainer – Data Analysis Using Excel at Corporate Staffing

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

Roles and Responsibilities

Mobilisation and Training

Mastering the Digital Content and Curriculum and planning lessons to Train Diverse Youth effectively.

Mobilizing through communities and other avenues to invite Youth to benefit from the free Training e.g. through pitches, activations or exhibitions of the Program.

Organizing and delivering quality Virtual Training and ensuring an 80% completion rate for registered Youth undertaking the Training.

Planning and Researching on Training scope accordingly and understanding the audience needs during Training.

Developing relatable examples and case study material for use to make training useful and exciting.

Assessing objectively, against pre-set criteria, the ability levels of the learners as appropriate.

Overseeing the learners in performing practical activities related to online work, advising and assisting where necessary, and ensuring that maximum learning benefit is gained from the practical experience.

Ensuring good attendance tracking and providing daily reports on each Training session by marking attendance as per reporting template.

Assess individual and group Training needs and provide recommendations.

Adapt delivery of course material to meet the needs of the learners

Conduct Training of Trainers (ToTs)

Mentorship and Work Linkages

Conduct mentorship for each trained cohort as per the mentorship guidelines

Assess the level of skill acquisition of the mentees

Ensure active participation of all the mentees in the mentorship sessions

Submit weekly reports on the progress of each cohort being mentored.

Organize and coordinate job linkages webinars for the trainees

Link the trainees/mentees with work opportunities

Report on impact stories from the trainees

Technical skills required

Bachelor's Degree or Diploma in any relevant field.

2+ years of working experience using Excel in Data Analysis.

Advanced knowledge of Excel functions and formulas: Being able to use advanced formulas and functions like VLOOKUP, HLOOKUP, INDEX, MATCH, SUMIF, COUNTIF, etc., is crucial for data analysis in Excel.

Pivot tables and charts: Knowing how to create and manipulate pivot tables and charts to summarize, analyze, and visualize data.

Data cleaning and manipulation: Cleaning, transforming, and manipulating raw data to make

it ready for analysis. This includes skills like data filtering, sorting, and formatting.

Statistical analysis: Knowledge of basic statistical concepts and how to apply them using Excel functions, like mean, median, standard deviation, correlation, regression, and hypothesis testing.

Macros and VBA: The ability to write and use macros and VBA (Visual Basic for Applications) code to automate repetitive tasks, manipulate data, and create custom functions and add-ins.

Data visualization: The ability to create visually appealing charts, graphs, and dashboards to present data insights in a compelling and easy-to-understand way.

Database management: Familiarity with database concepts like data modelling, querying, and management, and being able to work with external data sources in Excel.

Data mining and modelling: Ability to use advanced Excel tools like Solver, Forecasting, and What-If Analysis, to create predictive models and optimize business decisions based on data.

Understand the utilization of Excel Data Analysis skills in online work and possess the ability to train youths on the avenues of selling Excel Data Analysis skills with a focus on earning a decent income from digital opportunities and platforms.

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