Job Description – Data Analyst

JOB DETAILS	
LOCATION	Karachi, Sindh
DURATION	Fixed Term, 12 months- extendable
PROJECT NAME	To Enable Sindh's Institutional Readiness for Climate Finance and Energy Governance
SALARY	Competitive
REPORTING LINE	Project Manager
CORE COMPETENCIES	Data management, statistical analysis, climate finance, energy data, visualization, reporting, analytical tools, accuracy, coordination, communication.

About PIDC

Partners in Development and Consultancy (PIDC) is a national consultancy and development institute established in 2017, with offices in Islamabad and Karachi. PIDC provides high-quality services in strategic planning, applied research, policy analysis, capacity building, and institutional development to government, semi-government, and non-governmental organizations, as well as corporate and development sector institutions.

PIDC's expertise spans climate change and environmental management, governance and human rights, water and agriculture systems, economic development, and policy advocacy. Its multidisciplinary team includes senior academics, policy professionals, and technical experts who have contributed to major provincial and national initiatives across Pakistan. The organization's mission is to deliver evidence-based solutions, support institutional reform, and promote inclusive, sustainable development through policy engagement and knowledge generation

About the Project

The project "Sindh Institutional Readiness for Climate Finance and Energy Governance" aims to strengthen the capacity of key provincial institutions to access and manage climate finance and to improve energy governance frameworks in Sindh. Funded by the Tara Foundation, the one-year initiative (Nov 2025–Oct 2026) supports the Government of Sindh in developing a Climate Finance Needs Position Paper, conducting regulatory and institutional analyses of the energy sector, and facilitating coordination among departments such as Energy, Climate Change, and Planning & Development.

The project will also organize capacity-building workshops, policy consultations, and technical studies to enhance Sindh's readiness for international finance mechanisms such as the IMF's Resilience and Sustainability Facility (RSF) and the Green Climate Fund (GCF)

Role Overview

The Data Analyst will support the project's research and analytical components by managing and interpreting data on climate finance, just energy transition/governance, and institutional performance. The role involves building and maintaining robust data systems, ensuring data integrity, and translating analytical outputs into clear insights for policy briefs and project reporting. The analyst will work closely with the Research Associate and Project Manager to produce evidence that informs Sindh's energy and climate finance strategies

JOB REPORTS TO	Project Manager
ROLES REPORTING TO THIS JOB	Nil
BUDGET RESPONSIBILITY	Nil
GEOGRAPHICAL SCOPE	Sindh province with occasional engagement at federal level
KEY STAKEHOLDERS	Tara climate foundation Pakistan partners especially those working in Sindh- Energy, climate, coastal development and planning & Development Government of Sindh.

Key Responsibilities

- Collect, clean, and maintain datasets related to energy generation, renewable potential, fiscal flows, and climate finance.
- Support quantitative modelling and trend analysis to inform policy recommendations and investment prioritization.
- Develop and manage a centralized project database integrating data from government, donor, and institutional sources.
- Create data visualizations, dashboards, and infographics for policy briefs, presentations, and donor reports.
- Support climate finance needs assessments, including data analysis for the Sindh Climate Finance Needs Position Paper.
- Liaise with provincial departments (Energy, Climate, P&D) to acquire and verify data for analytical studies.
- Provide technical support for monitoring and evaluation (M&E) indicators and contribute to periodic progress reporting.
- Assist the team in generating evidence-based insights on institutional capacity, policy effectiveness, and financial flows.
- Contribute to knowledge-sharing, dissemination, and documentation of project learnings.

Core Competencies

- **Analytical and Quantitative Skills:** Strong ability to analyse complex datasets, identify trends, and produce actionable insights.
- **Climate and Energy Data Expertise:** Familiarity with datasets on energy access, renewable potential, emissions, and public finance.
- **Data Systems Management:** Ability to build, manage, and maintain structured databases and dashboards.
- **Data Visualization and Reporting:** Skilled in creating visuals that communicate policy-relevant data to technical and non-technical audiences.
- **Technical Proficiency:** Advanced skills in Excel and experience with tools such as Power BI, R, Python, Stata, or SPSS.
- **Communication Skills:** Capacity to translate quantitative findings into clear, policy-relevant language.
- **Collaboration and Initiative:** Ability to work effectively in a multidisciplinary team and proactively identify data needs or gaps.
- **Integrity and Professionalism:** Commitment to ethical data handling and confidentiality.

Qualifications

- Education: Bachelor's (master's preferred) in Statistics, Data Science, Environmental Economics, Information Systems, or related field.
- Experience: 1–2 years of relevant experience in data analysis, visualization, or policy research (experience in climate or energy sectors preferred).
- Proven experience working with government datasets, development projects, or research institutions.
- Strong command of data visualization and analytical tools (e.g., Power BI, R, Python, Stata, or SPSS).
- Understanding of Pakistan's energy and climate data ecosystem and key institutional data sources.
- Excellent communication and presentation skills in English and Urdu; proficiency in Sindhi is an asset.
- Demonstrated interest in climate policy, sustainable energy, and development data systems.