Position Title: Data & Business Intelligence Analyst (Founding Role)

Organisation: Legal Aid Society Pakistan

Location: Karachi, Pakistan

Employment Type: Full-time

Application Deadline: 21st January 2026

Reporting Line: Monitoring, Evaluation & Learning (MEL)

Job Summary:

This is a founding data role with end-to-end ownership. You will design and implement LAS's first centralised data infrastructure, establish reliable reporting systems, and define data practices that will scale with the organisation.

Your work will directly inform leadership decisions, donor reporting, resource allocation, and programme effectiveness. As LAS's data capabilities mature, this role has clear potential to evolve into a team lead position.

Key Responsibilities

Data Infrastructure & Architecture

- Design and implement LAS's first centralised data infrastructure
- Consolidate data from multiple sources (ERP, CMS, CRM, spreadsheets) into a unified system
- Build and maintain databases, ETL pipelines, and data warehouses
- Ensure data security, backups, and basic disaster recovery protocols

Reporting & Business Intelligence

- Develop dashboards and reports for leadership and programme teams
- Define and implement KPI frameworks for case management, operations, and impact
- Create donor-facing impact reports and grant reporting dashboards
- Enable self-service analytics for non-technical users where feasible

Data Quality & Governance

- Address data duplication, inconsistency, and accuracy issues
- Define data quality standards, validation rules, and monitoring processes
- Create and maintain data documentation and data dictionaries
- Establish data entry standards and train staff on best practices

Stakeholder Collaboration

- Work closely with programme, operations, and leadership teams to define meaningful metrics
- Translate analytical findings into clear, actionable insights
- Build basic data literacy across teams through training and support

- Provide ad-hoc analysis for planning, strategy, and donor requirements

Required Qualifications

Experience

- 3–5 years of experience in data analysis, business intelligence, or related roles
- Proven experience building reporting systems or data infrastructure
- Demonstrated success working with messy, fragmented, or low-quality data

Technical Skills

- Strong SQL skills (complex JOINs, CTEs, window functions)
- Experience with at least one BI or data visualisation tool (Power BI, Tableau, Metabase, or similar)
- Hands-on experience with data cleaning, transformation, and ETL processes
- Solid understanding of relational databases and data modelling

Soft Skills

- Self-starter mindset with comfort working independently
- Strong communication skills for non-technical audiences
- Structured problem-solving approach and attention to detail
- Collaborative attitude and willingness to train others

Language

- Fluency in English and Urdu (written and verbal)

Preferred (Not Mandatory)

- Experience with PostgreSQL or similar databases
- Python for data analysis (pandas, numpy)
- Familiarity with dbt or modern data transformation tools
- Experience with open-source BI tools (Metabase, Apache Superset)
- Background in non-profit, legal, or development sector organisations
- Exposure to cloud platforms (AWS, GCP, Azure)
- Understanding of data privacy and protection principles

Apply with this link: https://erp.las.org.pk/job-detail/38

As part of the application, please upload:

- Your updated CV and A brief cover letter (maximum 200 words)

In your cover letter, please answer the following question:

"How would you approach consolidating data from 5+ disconnected sources into one reliable system in an organisation with no existing data infrastructure?"