Position: **Data Analyst**  
Economics and Social Services (EC) - 2  
Digital Inclusion Lab  
Office of Human Rights, Freedoms and Inclusion  
Global Affairs Canada

**REQUIREMENTS:**
- English or French essential  
- Secret-level security clearance

**EXPERIENCE:**
- Recent experience* in collecting, analyzing and interpreting qualitative and quantitative data.  
- Experience conducting data and/or document analysis and producing reports.  
- Experience researching, analyzing, assessing, and providing conclusions on complex, horizontal and/or cross-sectoral issues.  
- Experience in providing strategic advice, analysis, recommendations, including writing memos, policy positions, research reports, or discussion papers.  
- Experience in conducting consultations and liaising with internal and external stakeholders.  
- Experience in conducting comprehensive and detailed research assignments.  
- Knowledge of Canadian technology policy and foreign policy.  
- Knowledge of international relations.

**ABILITIES:**
- Capacity to use social media scraping and analytical tools (such as: Sysomos, Babelstreet, Netlytics, Gephi, Watson, etc.)  
- Knowledge of social network analysis.  
- Ability to conduct data analysis and produce reports.  
- Ability to produce high quality work under pressure.  
- Ability to conduct research, synthesize, and analyze complex digital and social media data.  
- Ability to communicate effectively in writing and orally.  
- Attention to detail.  
- Ability to effectively use Excel and PowerPoint.

**PERSONAL SUITABILITY:**
- Judgement  
- Service Orientation  
- Adaptability  
- Teamwork  
- Working effectively under pressure

*NOTE: Recent experience refers to experience acquired during the normal performance of such duties for at least one year in the last three years.*