Position: Research and Operation Analyst

The Global Phosphorus Institute (GPI) is seeking a Research and Operation Analyst to be based in Benguérir, Morocco.

About the Global Phosphorus Institute

The Global Phosphorus Institute (GPI) is a global organization with a holistic vision, footprint and participation to ensure responsible use of phosphorus through cutting-edge science and stakeholder dialogue.

Job Description

The Global Phosphorus Institute is seeking for a Research and Operations Analyst. The main duties include reviewing diverse sources of information, including reports from companies, regulatory agencies, scientific institutions, governments, non-governmental organizations, and others. This information is used to develop informational summaries, documents and recommendations that aid the Global Phosphorus Institute to make informed decisions on strategic research and operations. The analyst will work with the team and stakeholders to plan, organize, execute strategic activities and ensure timely delivery in accordance with expectations.

Responsibilities:

- Keeps current on new sources of relevant information.
- Seeks appropriate information and background for requests by communication with stakeholders in person, via email, telephone or video calls.
- Performs ethical gathering of data through observations and reports from internal and external sources.
- Curates information in data sheets and files, with regular updating of the document library.
- Analyzes current operations, determines strengths and areas for improvement.
- Develops actionable recommendations to inform decision making.
- Seeks and incorporates feedback in all documents prepared, prior to release.
- Communicates findings effectively in a variety of document types and formats (e.g. text, graphics, charts, tables) as appropriate to the team and stakeholder's needs and preferences. May present information and findings in meetings and for recordings.
- Develops and maintains documents about operational procedures and best practices.
- Act as a liaison between different teams to ensure a seamless flow of information and operations.
- Other duties as assigned.

Requirement:

- Bachelor's degree in Business, Operations Management, Data Analytics, or a related field.
- Demonstrated track record of success in areas such as data analysis, research, and operations optimization.

- Experience thinking critically, identifying gaps and patterns in information, and to form conclusions.
- Evidence of intellectual curiosity and an interest to explore new topics.
- Excellent communication and interpersonal skills, for effective collaboration with team members and stakeholders.
- Proficiency in using analytical software at an advanced level, and with report writing.
- Experience in navigating and analyzing returns from databases and other software applications to create data visualizations.

Qualified candidates should send all application materials in English, including a detailed CV and an application letter to **communication@tgpi.org** with copy to Ms. Houria Khodji **Houria.KHODJI@tgpi.org**, with Research and Operation Analyst position mentioned in the subject line.

The deadline for applications is **August 15th , 2024.**
Only pre-selected candidates for the interview will be contacted.