

Job description

DATA ANALYSIS OFFICER IN GENEVA

(Reference: 19/HQ/DATAOFF01)

We are currently looking for a Data Analysis Officer to join our IMPACT Initiatives team in Geneva, Switzerland.

Position: Data Analysis Officer
Department: Research
Supervisor: Data Analysis Officer (Global Data Analysis Focal Point)
Duration: Open ended
Start date: ASAP
Location: Geneva, Switzerland

IMPACT / REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in research design; data collection, management and analysis; GIS and remote-sensing. For more information visit: www.impact-initiatives.org and www.reach-initiative.org.

THE IMPACT GLOBAL DATA UNIT

IMPACT is searching for a junior profile for the Data Analysis Officer position that will be part of the IMPACT Research department, under the supervision of the Data Analysis Officer - Global Data Analysis Focal Point. The Global Data Unit works to ensure and improve the quality and efficiency of data processing and analysis across all IMPACT projects and products. The HQ data unit is in charge of:

- Reviewing and validating outputs produced by field team
- Creating, Coordinating and Validating tools
- Building capacity and improving processes

Specifically, the Data Unit is looking to expand their knowledge base on qualitative data collection and analysis, advanced data protection processes and capacity building in humanitarian contexts.

As part of the Data Unit, this position offers the opportunity to gain a global overview of humanitarian crisis, leading assessment projects and data sources, participate in shaping methodologies and influencing actors across the humanitarian system. This includes direct insight into the production of meaningful analysis, guided by sector and context specific experts, using one of the most comprehensive selection of data sets in the humanitarian system, spanning more than 20 humanitarian crises.

THE DATA ANALYSIS OFFICER ROLE

The Data Analysis Officer will be responsible for the ongoing processes related to ensuring product quality of data processing and analysis across all IMPACT projects. This includes tracking projects, coordinating with and advising other units in HQ. The Data Analysis Officer will further be the go-to person for their area of specialisation (see requirements section).

RESPONSIBILITIES

Ensure Product quality

The Data Analysis Officer will be remotely supporting all field teams in processes related to data collection, cleaning, analysis, sharing and storing. Their goal is to ensuring quality, transparency, accuracy, usefulness, reproducibility and interoperability at each data related stage of IMPACT / REACH Research Cycles. The associated responsibilities for the Data Analysis Officer are:

- Supporting the implementation of guidelines and tools to facilitate the implementation of data processing, data analysis and data sharing guidelines both at HQ and field level
- Advising IMPACT / REACH field teams in 20+ countries on how to implement guidelines, tools and processes for data cleaning, processing and analysis
- Cross checking all outgoing projects to validate that minimum standards are met for quality of data cleaning and analysis (quantitative and qualitative).

HQ coordination

The Data Analysis Officer is - especially if/when other data unit staff is on deployment - the first contact in HQ on all day to day issues related to data processing / analysis. This includes:

- Keeping track of the status of projects in 20+ countries in coordination with other research department units (such as Research Design, Reporting and GIS)
- Holding bi-monthly induction training for new staff
- Supporting other units and departments on any questions related to data processing/analysis
- During deployments, acting as the linchpin between data unit staff in the field and upper management.
- Upon request, advise leading external organisations on data processing and analysis

Specialisation

Within your area of specialisation (see requirements):

- Advise Data Unit on best practices
- Define minimum standards and create global guidelines / SoPs

REQUIREMENTS

ESSENTIAL (GENERAL)

- Good academic qualifications, preferably a Master degree in discipline relevant to conducting quantitative and/or qualitative research. Substantial engagement with relevant books/online resources and/or convincing work samples can be accepted as an alternative to a relevant degree.
- Ability to conduct routine tasks reliably at high quality
- Basic experience in qualitative as well as quantitative data analysis
- Basic experience with one of R, Python, Stata or a comparable programming language
- Strong communication skills and ability to establish and maintain good relations with teams across the globe

- Strong organizational skills and ability to reliably track and execute a large number of smaller tasks.
- Ability to manage time effectively in a solution oriented fashion
- Strong team player, viewing tasks as part of achieving common goals shared between the colleagues. Actively contributing to a positive work environment
- Openness to giving and receiving feedback and willingness to teach and learn

ESSENTIAL (SPECIALISATION) - advanced experience in at least **one of the three groups below**

- **Qualitative Analysis**
 - Experience with best practices in qualitative research and primary data collection.
 - Advanced experience with qualitative analysis / text mining / thematic analysis.
 - Experience with advanced tools and software for qualitative data analysis
- **(OR) Information Management**
 - Experience with secure communication and data sharing infrastructure.
 - Experience with data protection protocols and organisational best practices
- **(OR) Data Science**
 - Advanced experience with Python, R or equivalent for programming (functional programming, tests driven development, building packages, teaching)
 - Experience with teaching, mentoring or managing other programmers
 - Profound understanding of frequentist and/or Bayesian statistics
 - Hands-on experience working with unprocessed real world data

DESIRED

- Experience in assessments, monitoring & evaluations, especially in field research settings in an international/humanitarian context.
- Familiarity with the humanitarian aid system
- Experience with mobile data collection platforms such as Kobo/ODK
- Understanding French / Portuguese / Spanish / Arabic is an asset

GENERAL ACCOUNTABILITY

CONFIDENTIALITY, DATA PROTECTION, STORAGE AND SHARING

The Data Analysis Officer will maintain the strictest confidentiality on all data collected and related processes. S/he will ensure all data are processed according to REACH / IMPACT data storage guidelines. S/he will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during assignment with IMPACT. When data is to be shared, the Data Analysis Officer will also support to ensure that data sharing standards are implemented; ensuring accuracy, consistency, comparability and privacy of the shared data.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

All IMPACT / REACH staff members are responsible for ensuring that all relations with the communities and partners are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT/ REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT / REACH staff member.

HOW TO APPLY

Please send, in English, your cover letter, CV, and three references to jobs@impact-initiatives.org

Please indicate the below reference in the subject line of your email.

REF: 19/HQ/DATAOFF01

For more information, visit us at <http://www.impact-initiatives.org>