

Job description

DATABASE OFFICER IN GENEVA, SWITZERLAND

(Reference:20/HQ/DO01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Database Officer to join our HQ team in Geneva, Switzerland.

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| Department: | Research |
| Position: | Database Officer |
| Contract duration: | Open ended |
| Location: | Geneva, Switzerland |
| Starting Date: | 01.03.2020 |

OVERVIEW

The Database Officer will be part of the IMPACT Research Department's Research Design & Data (RDD) Unit, under the supervision of the RDD Unit Manager.

The overall objective of the RDD Unit is to ensure all IMPACT research cycles are meeting / exceeding IMPACT's internal standards, wider academic research standards and overall research ethics in the research methods, data processing and analysis practices being used. To achieve this objective, the RDD Unit:

- Provides day-to-day support and advice (including review and validation of all relevant outputs) to IMPACT country teams on all aspects of research design, data processing, data management and analysis;
- Develops tools and guidelines to enhance and standardise research design, data processing & analysis practices within IMPACT;

- Contributes to IMPACT's capacity building efforts vis-à-vis research design and data;
- Engages in internal and external engagement to strengthen research design, data processing & analysis practices within IMPACT;
- Consistently strengthens quality of research within IMPACT through the capitalisation of best practices and implementation of lessons learned and M&E processes.

Within this setup, the Database Officer will support with (1) advising on/ reviewing outputs related to quantitative data processing and analysis (2) data management, including implementation of IMPACT Data Protection SOPs (3) research cycle process follow-up (4) developing tools and guidelines to standardise and strengthen quantitative analysis within IMPACT (5) capacity building related to quantitative analysis.

Specifically, s/he will be responsible for ensuring data cleaning is conducted according to IMPACT /REACH standards and that meaningful statistical analysis and techniques are used to infer results from the data collected. The Database Officer will also be responsible for implementing the data protection standards used by IMPACT /REACH; ensuring accuracy, consistency, comparability and privacy of the data shared. S/he will also ensure that data processing and analysis steps are fully documented and replicable.

CORE TASKS

- Advise on, review and validate quantitative data processing and analysis for IMPACT research cycles, while taking the lead on specific thematic areas of focus (to be discussed at start of contract). This includes:
 - Advise IMPACT Country teams on all aspects of the data processing and analysis stage, in line with IMPACT Research Cycle guidance;
 - Review quantitative data analysis outputs and tools, including (but not limited to) datasets, data cleaning logs, analysis scripts, analysis outputs; and ensure these are in line with IMPACT's minimum standards as well as the analysis plan outlined in the research Terms of Reference;
 - Ensure that meaningful statistical analysis and techniques are used to infer results on data collected;
 - Ensure all steps taken to produce the final dataset and analysis are well documented and transparent;
 - Flag and discuss identified risks with RDD Unit Manager as and when relevant.
- Support with day-to-day process follow-up for the research cycles being followed, including:
 - Follow-up on delayed/ missing research cycle documents, keeping databases up to date;
 - Ensure sufficient tracking and proper filing of relevant documents and tools.
- Take the lead on the implementation of IMPACT Data Protection SOPs, specifically:
 - Ensure all data are managed and stored according to the requirements outlined within these SOPs;
 - Take active measures to prevent unauthorized sharing of any data, specifically sensitive and identifiable information, belonging to IMPACT and its partners, or collected during assignment with IMPACT;
 - When data is to be shared, ensure data sharing standards are implemented and accuracy, consistency, comparability and privacy of the shared data has been considered.
- Support with the development of tools and guidance materials to strengthen and standardize data processing and analysis practices within IMPACT, including development, maintenance and promoting use of standardized tool packages for similar research cycles across multiple countries.

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- Provide other support for the implementation of IMPACT Research Cycles as directed, including in-country or remote surge to IMPACT country teams;
- Support with the rollout of the IMPACT data analysis capacity building strategy, including (but not limited to) preparing training materials and related documentation;
- Contribute to capitalisation of best practices for an increased research quality through the implementation of lessons learned and internal monitoring & evaluation (M&E) processes.

REQUIREMENTS

Required

- ❖ Good academic qualifications, preferably a Master degree in relevant discipline (e.g. Econometrics, Statistics)
- ❖ Experience with quantitative analysis, including descriptive and inferential statistics.
- ❖ Prior experience of working on data processing, analysis and information management in a humanitarian or international development context.
- ❖ Extensive experience working with at least one software package/language (Python, R, SPSS, Stata, etc.).
- ❖ Good working knowledge in R software.
- ❖ Experience with mobile data collection platforms
- ❖ Attention to detail and commitment to producing high quality work
- ❖ Openness to feedback and willingness to learn.
- ❖ Ability to manage time effectively, thrive in a fast paced, results oriented working environment.
- ❖ Ability to work independently, with initiative, and strong capacity to work in intercultural team

Desired

- ❖ Experience with data visualization software (Tableau, Power BI, etc.)
- ❖ Experience in coding data collection tools for mobile data collection platforms.
- ❖ Experience in assessments, monitoring & evaluations, especially in field research settings in an international context
- ❖ Familiarity with the humanitarian aid system.