

## Job description

### REACH DATA OFFICER IN NIGERIA

(Reference: 20/NGA/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 Data Officer to support our REACH team in Nigeria.**

**Department:** REACH  
**Position:** Data Officer  
**Contract duration:** 6 months  
**Location:** Maiduguri, Nigeria, with field travel, security permitting, as appropriate/desired  
**Starting Date:** ASAP

#### COUNTRY PROFILE

In North East Nigeria (NEN), the ongoing crisis continues to have a profound impact on the population, leading to displacement both within and out of the region and high rates of unmet needs among internally displaced persons. The conflict additionally exacerbates prior unmet needs among non-displaced and host communities. While the primary driver of the conflict remains violent conflict, including ISWAP (Islamic State West Africa Province), JAS (Jama'atu Ahlis Sunna Lidda'awati wal-Jihad) and associated armed opposition groups (AOGs), other underlying factors, such as climate change, poverty, and disease outbreaks, exacerbate need and further complicate aid delivery.

Against the backdrop of this protracted crisis, UNOCHA estimates 7.1 million people in Borno, Adamawa, and Yobe states are in need of humanitarian assistance.<sup>1</sup> Major incidents at the end of 2018 and beginning of 2019, led to mass displacements and severely affected the provision of humanitarian assistance in the region.

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<sup>1</sup> OCHA, North East Nigeria Humanitarian Dashboard, February 2019

According to the IOM Displacement Tracking Matrix, more than 1.9 million people were displaced with an estimated 80% being women and children.<sup>2</sup> Currently, Maiduguri, the capital of Borno State, hosts the largest proportion of IDPs (over 1.4 million).<sup>3</sup>

The sudden influx of arrivals added strain to the existing infrastructure of the humanitarian community, resulting in high rates of unmet needs, overcrowding in camps, and exposure to protection risks for vulnerable groups. The congestion status of the camps has resulted in over 60% of IDPs residing outside of camps within host communities, further complicating service delivery.<sup>4</sup> The intensity of needs within Maiduguri and the instability of the security situation in more remote regions has resulted in increased focus on populations in accessible areas; however, populations in the less accessible areas are presumed to have even greater needs.

These hard-to-reach areas are estimated to contain over 830,000 persons.<sup>5</sup> Very little is known about the specific conditions and needs of the populations living in these areas, but they are presumed to have little mobility, limited essential services, and little or no access to humanitarian aid. The same threats that severely limit the ability of humanitarian actors to conduct thorough assessments also immediately affect the population living in the region. A pilot assessment of these populations in Borno state found that no humanitarian assistance was received in the past six months in 88 to 100% of assessed settlements.<sup>6</sup>

As such, the needs for evidenced-based Humanitarian Aid and information on populations in both accessible and inaccessible areas is paramount to a coordinated response. REACH has been present in Nigeria since 2017, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral and area-based assessments as well as information management services. In 2019, REACH is looking to continue to provide the humanitarian community with relevant and reliable information to strengthen strategic programming and needs-based targeting in Northeast Nigeria.

## POSITION PROFILE

### FUNCTIONS

The REACH Data Officer will fulfill the following functions:

#### 1. Data Management and Analysis Activities

- Monitor accuracy of data collected
- Cross check data collected in the field, ensure regular updates and solve eventual discrepancies
- Manage, update and deploy monthly questionnaire.
- Maintain, update and expand R-based systems of data management and analysis for data dissemination and reporting;
- Serve as focal point for statistical analysis and quantitative reporting on REACH assessments
- Maintain, update and expand R systems from automated data analysis and map production for factsheets

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<sup>2</sup> IOM, Displacement Tracking Matrix, January 2019

<sup>3</sup> IOM, DTM, January 2019

<sup>4</sup> OCHA, Humanitarian Needs Overview, November 2018

<sup>5</sup> OCHA, Humanitarian Needs Overview, November 2018

<sup>6</sup> REACH Nigeria Mult Sector Needs Assessment, March 2019

## 2. Technical Support

The REACH Data Officer will contribute towards the identification and implementation of effective and adapted technical solutions for assessments and projects for REACH NIGERIA. The REACH Data Officer will provide technical support for assessments and analysis for REACH Nigeria information products. These responsibilities will include creation and management of data collection tools (ODK or KoBo), training on data cleaning and management techniques, support for data analysis (specifically conducted in the R environment).

## 3. Internal Communication Processes

The REACH Data Officer will liaise with IMPACT in Geneva to guarantee a quality product that suits the needs of the field office. He/she will respond to information requests from IMPACT Initiatives and keep Geneva informed of the data activities in the field.

## 4. Confidentiality and Data Protection

The REACH Data Officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorized sharing of information and data.

## WORKING RELATIONS

Internally, the Data Officer will work closely within the GIS/Data unit and provide analytical support to the REACH Assessment staff and Country Coordination. The Data Officer will liaise with technical backstopping, in specific the HQ Data Unit. These relations will also extend to ACTED country staff including Program Development, AMEU and Area Coordinators.

Externally, the Data Officer will be expected to liaise with national and international partners, notably IM focal points in NGOs, UN agencies and clusters.

## ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

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

## REQUIREMENTS

- Master degree in data analytics, data sciences, computer programming or a related discipline;
- 2 years of experience in Database management, preferably in humanitarian context;
- Considerable experience analysing complex data with R mandatory (specifically operating, editing, and developing entire automated data analysis scripts; experience producing high-quality maps in R & producing dashboards in R Shiny is advantageous); knowledge of other statistical programming languages and packages a plus;
- Previous experience with mobile data collection (ODK, ONA, KOBO);
- Knowledge of the Adobe Suite, particularly Illustrator and InDesign;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;

- Prior knowledge of the region an asset;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- High level of autonomy and willingness to spend time in field locations
- Ability to work independently to short deadlines and high research standards.

## CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- Food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package