

Job description

REACH DATA OFFICER IN SUDAN

(Reference: 20/SDN/DO01)

BACKGROUND ON IMPACT AND REACH

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, GIS and remote-sensing. 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, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

REACH was born in 2010 as a joint initiative of the two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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.

We are currently looking for a REACH Data Officer to support our team in Sudan.

Position:	REACH Data Officer
Contract Duration:	6 months
Location:	Khartoum, Sudan
Start date:	ASAP

COUNTRY PROFILE

REACH is planning to open offices in Khartoum, Sudan in 2020 to work with OCHA to implement a Multi-Sector Needs Assessment to support the 2021 Humanitarian Needs Overview.

POSITION PROFILE

IMPACT is seeking a versatile candidate, who has considerable experience analysing complex datasets with R and other coding language. In this role, the Data Officer will provide technical analysis support across all REACH research cycles in Sudan. The Data Officer's tasks will require a high level of autonomy and ability to liaise with the assessment officer and external partners in country to lead on the coding for the survey tools, sampling frame, data cleaning, data analysis and production of visual analysis outputs (including maps if possible). GIS skills would be a plus.

FUNCTIONS

Under the functional supervision of the country coordinator in Sudan and IMPACT HQ in Geneva, the REACH Data Officer will fulfill the following functions:

Database Management

- Ensure that management and access rights for REACH Kobo servers aligns with the IMPACT Personally Identifiable Information Standard Operational Procedure.
- Development of assessment Kobo forms based on templates/translations provided by the Assessment Officer and/or Country Coordinator

Data analysis

- Lead on the development of strategies and standardised processes for handling and analysing data
- Overall oversight and review of the integrity and quality of all outputs developed through the data analysis cell. Direct line management of national GIS/Data Officer(s) if any.
- Coordinate with Assessment staff to develop detailed technical data analysis plans (DAP) for quantitative data collected through REACH/IMPACT assessment cycles
- Coordinate with Assessment staff to identify sampling methodology and to design and implement accurate sampling framework(s)
- Develop and validate R scripts to implement technical DAPs developed, ensuring that these are in line with IMPACT data analysis guidelines for probability samples.
- With the support of Assessment teams, work to develop scripts for daily data checking during data collection processes.
- With the support of Assessment teams, work to develop and implement data cleaning protocols for each assessment cycle, and review data cleaning outputs prior to validation.
- In coordination with Assessment teams and Country Coordinator, provide ad-hoc analysis support to external partners where relevant, where capacity allows, and according to donor contractual requirements.

GIS and spatial analysis

- Identify map information needs;
- Identify and access map information sources;
- Ensure accurate linkages between spatial databases and assessment data;
- Production of GIS products including maps and factsheets.
- Ensure the produced maps meet the requirements of REACH and concerned partners.

Training and capacity-building

- Provide direct line reports with mentoring, support, and guidance in managing their teams
- Supported by direct line reports, work to identify capacity gaps, and prioritise the development of key staff capabilities through capacity-building plans and structured training approaches.

Coordination and representation

- Manage logistics, financial, administration and HR processes related to the data cell, and liaise accordingly with relevant ACTED counterparts. He/she is directly responsible for the compliance to ACTED FLAT procedures of all activities and teams that s/he supervises
- Coordinate work across different cells within the GIS/Data department through weekly meetings.
- Represent the Data cell at the IMPACT country mission weekly coordination meeting.
- Represent IMPACT at external technical forums as required including (but not limited to) the Information Management and Assessment Working Group;
- Represent the IMPACT Data cell directly in relevant discussions with external partners regarding ongoing or upcoming work cycles.

Reporting and Project Development

- Support the IMPACT Country Coordinator in drafting of relevant project narrative reports
- Take the lead on developing relevant components of upcoming IMPACT projects or the development of standalone projects in line with existing strategic priorities.
- Contribute to the IMPACT country strategy plan and other relevant documents as required.

Confidentiality

The REACH Data Officer will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT

REQUIREMENTS

- Master degree in Statistics or a related discipline;
- 2 years of experience in Information Management and data analysis, preferably in humanitarian context;
- Proven experience analysing complex data with R; knowledge of other statistical programming languages and packages a plus;
- Previous experience with mobile data collection (ODK, ONA, KOBO);
- Knowledge of Adobe Illustrator and InDesign;
- Good team management skills;
- Excellent communication skills for internal and external coordination;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment;
- Fluency in English required; Arabic is an asset
- Ability to work independently.

DESIRABLE

- Knowledge of JavaScript and related libraries (D3, Leaflet) for development of interactive webmaps and dashboards;

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package