

DATA OFFICER IN GENEVA, SWITZERLAND (HQ)

(Reference: 20/HQ/DO01)

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.

We are currently looking for a Data Analysis Officer to join our HQ team.

Position:	Data Analysis Officer
Department:	Research
Contract:	Open-ended
Location:	Geneva, Switzerland

OVERVIEW

The Data Analysis 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 research standards, wider academic 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 (quantitative) data processing 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 data processing and analysis;
- 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 Data Analysis Officer will support with (1) advising on/ reviewing outputs related to quantitative data analysis (2) data management, including implementation of IMPACT Data Protection SOPs (3) process follow-up (4) developing tools and guidelines (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 Data Analysis 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.
- Support with 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 or in relevant discipline (e.g. Data science, Statistics)
- ❖ Experience with quantitative analysis, including descriptive and inferential statistics.
- ❖ 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 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.