

REACH DATA SPECIALIST IN AFGHANISTAN (Reference: 21/AFG/DS01)

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. 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 REACH Data Specialist to support our REACH team in Afghanistan

Department: REACH
Position: REACH Data Specialist
Contract duration: 12 months
Location: Mazar-i-Sharif
Starting Date: ASAP

POSITION PROFILE

Under the supervision of the IMPACT Afghanistan Country Coordinator and of IMPACT's HQ in Geneva, the REACH Data Specialist will be responsible for providing technical backstopping to all Data processes, as well as information management systems, including web applications, in country. They will ensure regular communication with REACH assessment teams in country and with IMPACT HQ. They supervise and provide capacity building to all Data analysis and GIS staff and contribute to the development and implementation of REACH strategy in Afghanistan

During their mission, the REACH Data Specialist will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and their delegates for all Administrative, Security, Logistics and Finance issues. They will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

FUNCTIONS

In coordination with the IMPACT Country Coordinator, the REACH Data Specialist is responsible for (1) the technical backstopping of Data- and Database-related functions in the REACH research cycles, (2) for the functional management of the two unit's data managers and GIS staff, as well as supporting (3) external relations on data analytics and (4) the development and implementation of REACH strategy in Afghanistan. More specifically:

1. Technical backstopping of Data, Database functions, and GIS, within research cycles

1.1 Assessment Preparation and Planning:

- The Data Specialist must ensure all planned IMPACT research assessment cycles are meeting / exceeding IMPACT's research standards, wider academic standards and overall research ethics in the research methods, data processing and analysis, and GIS practices being used in country.
- Identification of available data to inform secondary data review, in coordination with the assessment team;
- For each assessment, ensure contribution to and review of draft ToRs with a specific focus on the analysis plan, as well as data management plan, and related mapping;
- Support project teams to co-construct qualitative and quantitative data collection tools and mapping tools, ensuring data requirements of research cycle/assessment are met;
- Keep track of progress and delays of all data, information-management, and GIS, tasks throughout the research cycle. Ensure that delays or identified problems are reported by writing and orally in a timely manner.

1.2 Data Collection and Cleaning

- When relevant, and in coordination with the operations team, ensure that support is provided by the data analysis and/or GIS staff for the identification and training of enumerators for primary data collection;
- Work with Data managers and GIS staff, Research Manager(s), and Assessment Officers, to ensure data analysis, operations, and assessment staff are trained on high-standard data cleaning scripts and approaches, including provision of training where needed.

1.3 Data Management, Cleaning & Analysis

- Develop advanced data cleaning scripts and ensure all relevant staff are trained in their use.
- Work closely with Research Manager(s) and relevant data analysis staff to ensure streamlined data cleaning approaches are used across all research cycles and Units in the mission
- Establish coordination and technical systems to ensure all incoming data is revised and cleaned, and that all revisions are recorded;
- Ensure that all collected Data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs (Data management plan Annex);
- Establish systems to ensure that all data and its analysis in the mission are validated by IMPACT HQ before product drafting stage;
- Establish systems to ensure that Data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties;
- Establish systems to ensure that all GIS outputs in the mission are validated by IMPACT HQ

before dissemination;

- Ensure the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.

1.4 Product dissemination and evaluation

- The Data Specialist will actively take measures to prevent the unauthorized sharing of information and data;
- In coordination with IMPACT HQ, ensure that data and GIS products are uploaded on relevant portals, as specified in Research ToRs;
- In coordination with IMPACT's Country Coordinator, Senior Management Team, and senior data and GIS team, and with the assessment team, ensure that lessons learned are gathered and documented at the end of each research cycle.

2. Functional and Line-Management of Data and GIS staff

- Conduct regular meeting with all international and senior national data analysis, GIS, and assessment members to assess progress on data cleaning and analysis standards across all research cycles, in line with the national data strategy, as well as use and application of GIS technologies and outputs.
- Review data analysis products of key research cycles (clean datasets, analysis scripts, etc.)
- Review GIS products of key research cycles
- Close collaboration with Research Managers and senior data and GIS staff who are line managing data analysis staff on the career development, work planning and technical guidance of the relevant data and GIS staff.
- Bilateral management of international and senior national data analysis and GIS staff as needed, including (in consultation with IMPACT Country Coordinator) the conduct of appraisals, as well as participation in staff career management;
- In coordination with Country Coordinator, conduct induction for new staff members
- Provide ongoing training for all staff at varying skills levels to ensure capacity building and skills development
- Be available to provide regular support and technical backstopping;
- When relevant, support Country Coordinator in staff appraisal and recruitment process.

3. External Relations

- Under the coordination of the IMPACT Country Coordinator, ensure that relevant partners are consulted and involved in the preparation of data analysis and GIS products;
- In coordination with the IMPACT Country Coordinator, engage in relevant technical fora in country (e.g. IM/Data working groups);
- In support of the IMPACT Country Coordinator, engage with other organisations engaged with data analytics and GIS in Afghanistan
- In coordination with the IMPACT Country Coordinator, support the presentation of data analysis and GIS approaches or products to relevant third parties, to enhance their use and impact;

4. Strategy Development and Implementation.

The Data Specialist will participate and actively contribute to the development of the REACH strategy in Afghanistan in support to the Country Coordinator. In particular, s/he will support in identifying and concretising:

- Data/IM and GIS gaps in country and develop a national data strategy that includes mission-level objectives, desired standards, and action points to achieve these objectives
- Synergies with other Data/IM and GIS actors
- Dissemination strategies to strengthen the impact of our data/IM and GIS work
- Engagement with IMPACT HQ in global level data and GIS priorities

5. Confidentiality and Data Protection

The REACH Data Specialist will maintain the strictest confidentiality on all Data collected and related processes. They will actively take measures to prevent the unauthorized sharing of any information and Data belonging to IMPACT and its partners, or collected during their assignment with IMPACT.

REQUIREMENTS

- Excellent academic qualifications, including a bachelor's degree in Computer Science, Statistics, Economics, GIS, Information Systems, or relevant discipline;
- Minimum of 4 years of experience working in information management, database management, analytics, GIS, or a related field;
- Proven experience in data processing and analysis
- Advanced skills in R mandatory
- Proven experience in use of GIS softwares such as ArcGIS
- Advanced MS Excel skills (Advanced usage of formulas, Pivot tables, Lookup functions);
- Strong understanding of sampling methodologies and statistical analysis
- Considerable experience using ODK/KOBO for quantitative data collection;
- Considerable experience creating ODK/KOBO questionnaires;
- Excellent analytical and problem-solving skills;
- Excellent team working skills;
- Good organizational, communication and interpersonal skills;
- Ability to think creatively in terms of tool and process development;
- Positive attitude and a willingness to learn;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency in English required;
- Ability to work independently.

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