

## Job Description

### REACH GLOBAL DATA OFFICER (HUMANITARIAN SITUATION MONITORING)

(Reference: 21/HQ/DO02)

#### BACKGROUND ON IMPACT

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](http://www.impact-initiatives.org) and [www.reach-initiative.org](http://www.reach-initiative.org).

**We are currently looking for a Data Officer to join the Global Inter-Sector Unit in HQ.**

**Title:** Data Officer (DO)  
**Location:** Geneva with possibility of up to 20% travel  
**Contract duration:** Open-ended  
**Start date:** December 2021

#### POSITION PROFILE

The Data Officer will be part of the REACH Global Inter-Sector Unit (ISU) based in IMPACT HQ, supporting the Humanitarian Situation Monitoring (HSM) Workstream under the supervision of an ISU Senior Assessment Officer. Specifically, the Data Officer will (1) implement quantitative data processing and analysis to facilitate a several global pilot exercises; (2) contribute to developing global technical guidance; and (3) provide dedicated quantitative analysis support to REACH country teams implementing inter-sectoral programs.

#### CORE TASKS

**HSM global data support (40%) – in support of several globally led field pilots in 2022, and in collaboration with both their line manager and REACH country teams where pilots are held, the DO will:**

- Support sampling design, creation and management of data collection tools (KoBo), and provide support for data analysis set up (specifically conducted in the R environment)
- Conduct data cleaning and management, in collaboration with in-country data focal points
- Conduct quantitative data analysis, including implementation of R scripts
- Ensure findings are accurately reported given the data collection and analysis methodology planned in TORs
- Ensure the above tasks are conducted in accordance with IMPACT data protection standards and policies

**HSM global technical guidance (40%) – in collaboration with the global HSM focal point and their line manager, contribute to the development of a global HSM toolkit, specifically in the areas of:**

- Sampling design
- Data collection tool development
- Data processing, cleaning, and management
- Data analysis technical implementation, possibly including development of standardised scripts

**Country support (up to 20%) – dedicated data support to REACH country teams**

- Provided dedicated data cleaning, processing, and analysis surge support to REACH country teams implementing inter-sectoral research programs, including HSM and MSNA
- This support will be ad hoc in nature but anticipated to focus primarily around supporting with MSNA quantitative analysis during the peak analysis period (1-2 months) each year, to ensure critical in-country milestones are met.
- This support may be provided remotely and/or through a field deployment, depending on the extent of support required and the specific needs of the country team

## REQUIREMENTS

### Required

- Qualifications & Experience
  - Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Data Science, Economics, Econometrics, Statistics, etc.)
  - At least 2 years of relevant work experience in a data scientist, data analytics, information management, or similar role, ideally in humanitarian / development contexts (e.g. needs assessments, monitoring and evaluation, etc.)
  - Prior experience with and good understanding of quantitative data processing and analysis methods, including descriptive and inferential statistics
  - Good understanding of statistics and statistical analysis
  - Good working knowledge of R software
  - Extensive experience working with at least one analysis software package/ language (Python, R, SPSS, STATA, etc.)
- Soft skills
  - Attention to detail and commitment to producing high quality work
  - Openness to feedback and willingness to learn
  - Ability to manage time effectively and thrive in a fast paced, results-oriented working environment
  - Ability to work independently, with initiative, while taking a proactive, solutions-oriented approach
  - Ability to communicate clearly and effectively, including in remote work settings

### Desired

- Experience in needs assessments, monitoring & evaluations, information management in field research settings in an international context
- Experience in coding data collection tools for mobile data collection platforms
- Working knowledge of French and/ or Spanish

- Familiarity with the humanitarian aid system