

Job Description

DATA OFFICER – SUDDEN ONSET AND SURGE TEAM

(Reference: 22|HQ|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 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.

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.

We are currently looking for a Data Officer for the Sudden Onset and Surge Team

Title: Data Officer – Sudden Onset and Surge

Location: Geneva, Switzerland (75% plus travel)

Contract duration: 12 months

Start date: June 2022

POSITION PROFILE

IMPACT Country Programmes Team is seeking Data Officer (DO) for the Sudden Onset and Surge Team under the supervision of the Head of Country Programmes. The DO will deploy to support country teams, during sudden onset emergencies, during under-funded or 'forgotten' natural disasters or to support internal capacity, specifically related to Multi-Sector Needs Assessments (MSNAs).

The DO will work closely with IMPACT's global research, programmes and data teams based in Geneva HQ, as well as the Country Programmes Team. Past experience conducting humanitarian research, especially humanitarian needs assessments, is highly desired. Fluency in English is required, French, Spanish and Arabic highly desired.

FUNCTIONS

Under the supervision of the Head of Country Programmes, based in Geneva, the Data Officer will perform the following functions (as required):

1. Ability to deploy 75% or more to any IMPACT mission as required, primarily to support existing mission in delivering on existing programming, scaling up in response to emerging crises, or establishing new missions in any sudden on-set emergency in areas outside of current missions.
 - a. Support the production of IMPACT's analysis products, including the preparation of research design, support in designing sampling methods, data analysis plans, data collection tools, data cleaning scripts and processes, analysis scripts, analysis outputs and (as relevant) production of web maps and information management systems.
 - b. Support Country Teams with technical capacity and training, where needed, during deployment
 - c. Coordination with IMPACT Global programmes and data teams, to strengthen linkages and ensure development of effective, efficient and relevant programming
2. Respond to sudden onset emergencies/natural disasters with sufficient data and analysis capacity in the immediate aftermath of such events.

REQUIREMENTS

- Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- **Research skills:** Demonstrable experience of data science. Excellent data analysis skills.
- **Software skills:** Advanced knowledge of R, STATA, Python or equivalent statistical software. Proven knowledge of Microsoft office including Word, Excel, and PowerPoint. Knowledge of ArcGIS an advantage.
- At least 2 years of relevant working experience; experience in humanitarian settings highly desirable
- Excellent communication and drafting skills for effective reporting;
- Strong external engagement and verbal communications skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency English required, French/Spanish/Arabic highly desired
- Ability to multitask with tight deadlines
- Ability to work independently
- Ability to operate in a complex and challenging security environment

HOW TO APPLY

Please send, in English, your cover letter, CV, and three references to jobs@impact-initiatives.org

Ref:

Please **indicate the reference** in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>