

RESEARCH DESIGN & DATA OFFICER (MIXED METHODS) IN GENEVA, SWITZERLAND

(Reference: 22|HQ|RDDO01)

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 of 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.

OVERVIEW

We are currently looking for a Research Design & Data Officer (Mixed Methods Research) to join IMPACT's global Research Team in Geneva, Switzerland.

Position: Research Design & Data Officer
Department: Research
Supervisor: Research Design & Data Unit Manager
Duration: Open-ended
Start date: July-August 2022
Location: Geneva, Switzerland

The Research Design & Data Officer will be part of the IMPACT Research Department, under the supervision of the Research Design & Data (RDD) Unit Manager.

The overall objective of the RDD Unit at IMPACT HQ is to ensure research cycles are meeting / exceeding IMPACT's research standards, wider academic standards and overall research ethics in the methodology, analysis plans, 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 of research design, 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 research;
- 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 RDD Officer will support with (1) review and validation of outputs related to research design and data processing & analysis, (2) development of tools and guidelines, (3) capacity building, (4) internal and external engagement, and (5) follow-up of relevant processes.

CORE TASKS (ON AN ONGOING, DAY-TO-DAY BASIS)

- Support with advising, reviewing and validating research design for IMPACT research cycles, while taking the lead on specific thematic areas of focus based on interests agreed upon at the start of contract. This includes:
 - Advice IMPACT Country teams on all aspects of research design, in line with IMPACT Research Cycle guidance;
 - Review of research design materials and tools, including (but not limited to) Terms of Reference, Data Analysis Plans, Data collection tools;
 - Flag and discuss identified risks with RDD Unit Manager as and when relevant.
- Take the lead on advising, reviewing and validating qualitative data processing and analysis for specific IMPACT research cycles, based on specific thematic areas and/ or geographical areas of interest
- Supervise one intern within the RDD Unit, including oversight of day-to-day tasks and priorities, as well as building his/ her skills in research design and qualitative data analysis
- 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 research documents and tools
- Support with the development of tools, guidance and capacity building materials to strengthen and standardize research design, data processing and analysis practices within IMPACT
- Support with external engagement to strengthen research design and analysis within IMPACT

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- Support with reviewing and validating quantitative data processing and analysis outputs for specific IMPACT research cycles 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 (up to 25%).
- Support with the rollout of the IMPACT research capacity building strategy, including (but not limited to) preparing training materials and related documentation.
- Fill in for ad-hoc tasks (e.g. induction sessions, meetings, intern supervision, etc.) when RDD Unit Manager is away
- 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

- Qualifications & Experience
 - Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Social Science, International Development, Economics, Statistics, etc.)
 - At least 2 years of relevant work experience in implementing primary research projects, ideally in humanitarian / development contexts (e.g. needs assessments, monitoring and evaluation, etc.)

- Good understanding of research methods within the field of social sciences and at least some prior experience with processing and analysing both quantitative and qualitative data
- 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
 - Fluency in English

Desired

- Intermediate to advanced knowledge of statistics and statistical analysis
- Working knowledge of at least one analysis software package/ language for statistical analysis (R, SPSS, Stata, NVivo, etc.).
- Working knowledge of French and/ or Spanish