

DATA OFFICER
(Reference: 22/POL/DO02)

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 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.

We are currently looking for a Data Officer to support our REACH team in Warsaw.

Department: REACH
Position: Data Officer
Contract duration: 6 months
Location: Warsaw, Poland
Starting Date: ASAP

COUNTRY PROFILE

Four months since start of war there are still about 5.5 million refugees in Europe. While the initial phase of movement was mostly concentrated in the neighboring countries, four months later refugees are now hosted across Europe with the majority of them living in urban centers. As the war continues in eastern Ukraine perspectives of returns for people from Eastern and Southern Ukraine remain limited and continued shelling across the country remains a serious security threat for people in cities throughout the country. To inform assistance programs for refugees and host communities in neighboring countries and wider Europe impact is implementing research to understand i) the location and profile of refugees ii) the needs of refugees in host communities and collective centers iii) their access to basic services, especially child care and education, social safety nets mechanism (including cash programming) and employment opportunities and iv) their integration as the duration of their displacement increases.

As of July 2022, IMPACT has secured funding from UNHCR, Canada, the Swiss Cooperation and Save the Children International to implement the above program and is seeking for its Poland, Slovakia, Romania and Moldova IMPACT and is seeking a motivated Data Officer to support these missions' first research cycles.

FUNCTIONS

Under the line management of the IMPACT Country Coordinator / Representative or his/her delegates in Poland, the Data Officer is responsible for the production of IMPACT's analysis products in Poland, 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. The Data officer will support in the dissemination and evaluation stages of the research cycle. Throughout each research cycle, the Data Officer, in (as relevant) close liaison with the assessment teams, engages with partners to promote their participation in data processing, analysis or relevant topics as designated by the line manager, to maximize the uptake and use of IMPACT research. When relevant, or managing a project, he/she also ensures an efficient and transparent use of resources required for project implementation. This can include the direct supervision of data and assessment teams during data collection, analysis or output production.

In his/her mission, the data Officer will be hosted by IMPACT's global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

RESPONSABILITIES

The Data Officer responsibilities include the following:

RESEARCH PLANNING:

- Contribute towards the identification and implementation of effective and adapted data management and analysis solutions for IMPACT research in Poland, in line with IMPACT's relevant research and data guidelines.
- Support (as designated by line manager) sampling design, creation and management of data collection tools (ODK or KoBo), training on data cleaning and management techniques, support for data analysis set up (specifically conducted in the R environment).
- Contribute to draft research ToRs with a specific focus on sampling, data collection tools, the data analysis plan, as well as data management plan;
- Support the development of qualitative and quantitative data collection tools, ensuring requirements of research cycle/assessment are met;
- In coordination with relevant assessment and GIS officer(s), support construction of quantitative sample;
- Keep track of progress and delays of all assigned tasks throughout the research cycle. Ensure that delays or identified problems are reported by writing and orally in a timely manner.

RESEARCH IMPLEMENTATION

- When relevant, support the identification and training of enumerators for primary data collection;
- When relevant, support oversight of data collection, in line with agreed TORs (including their Annexes), including data cleaning processes, checks and data cleaning scripts;
- In coordination with relevant assessment officer(s), document all changes in data collection that lead to a modification in the agreed TORs, ensuring that the IMPACT CC/CR and IMPACT HQ are informed and agree on the modifications.

DATA MANAGEMENT, CLEANING AND ANALYSIS

- Monitor accuracy of data collected in line with IMPACT's Data Cleaning Minimum Standards Checklist;
- Cross check data collected in the field, ensure regular updates and solve eventual discrepancies;
- Manage, update and deploy monthly questionnaire;
- Maintain, update and expand R-based systems of data management and analysis for data dissemination and reporting;
- Serve as focal point for statistical analysis and quantitative reporting on assessments.

DRAFTING OF PRODUCTS

- Ensure that all IMPACT analysis products the requirements of IMPACT and concerned partners;
- In support of the Research Manager or CC/CR, as requested, provide regular communication with IMPACT HQ on progress and deadlines for analysis outputs
- Ensure the drafting of timely and accurate data and analysis products (such as factsheets, graphics, webmaps, dashboards), which comply with IMPACT's guidelines;
- Ensure findings are accurately reported given the data collection and analysis methodology planned in TORs.
- Ensure that all analysis outputs are validated by IMPACT HQ before external release;
- When relevant, in close coordination with IMPACT HQ, support the regular maintenance and update of online products;

EXTERNAL ENGAGEMENT

- Upon the request of the line manager, support in consulting with partners at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- After validation by the line manager, represent IMPACT in relevant meetings/ working groups;
- Follow up on issues identified by partners or during meetings / working groups;
- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision making;
- After validation by line manager, present research findings to relevant third parties in order to enhance their use and impact;
- Ensure that all partner engagement and all external relations are clearly documented and communicated with the line manager and relevant colleagues;
- More generally, contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

KNOWLEDGE SHARING AND LEARNING PROCESSES

- Provide content and contributes to lessons learned exercises

PROJECT CYCLE MANAGEMENT

Upon request of the line management:

- For relevant projects, ensure compliance to project cycle management requirements and guidelines at all phases;
- Before project start, support the organization of a kick off meeting and the availability of key project management documentations to plan the efficient use of assets, financial and human resources;
- In close coordination with line management, finance and grants colleagues, monitor and regularly update the use of assets, financial and human resources, in full compliance with IMPACT's guidelines; this includes maintaining an oversight of budget availability and expenditure for assessment activities;
- Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ;
- Ensure that a project completion meeting is held and documented for all relevant projects;
- Support the line manager, finance and grants colleagues in drafting of relevant project narrative and financial reports;
- Other tasks as requested by supervisors.

TEAM MANAGEMENT AND CAPACITY BUILDING

In case the Data Officer provides direct line management to staff:

- Conduct regular meetings with staff members to assess progress in relevant research cycles and to review work plan;
- In coordination with CC/CR, RM or Specialists, conduct induction for new staff members, including training in basic technical data processing and analysis competencies
- Support to the IMPACT CC/CR, RM or Specialists in the development and implementation of capacity training plans for data and other team members. He/ she is responsible for setting clear and personalised development goals, and designing training and mentorship plans to assist team members in professional development.
- Be available to provide regular support and technical backstopping to all teams and units within country office.
- When relevant, support/ lead staff appraisal and recruitment process in collaboration with CC/CR and RM.

INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues;
- Ensure regular communication with HQ Research Design and Data unit.
- Engage in the development and implementation of IMPACT's strategy in (country).

DATA CONFIDENTIALITY AND PROTECTION

The Data Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

REQUIREMENTS

DATA OFFICER

- ❖ **Academic** 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.
- ❖ **Years of work experience** At least 1 years of relevant working experience. Experience in humanitarian settings highly desirable;
- ❖ **Experience in humanitarian and development sectors** Experience working in refugee context an asset;
- ❖ **Management skills** Team management experience and skills highly desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ **Level of independence** Proven ability to work independently;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Experience in geographical region** Past experience in the region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Polish, Ukrainian, or Russian an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment

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