BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including 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 data collection, management and analysis, GIS and remote-sensing. For more information visit: www.reach-initiative.org.

We are currently looking for a Data Officer to support our education activities.

**Position:** Data Officer (DO)  
**Contract duration:** 6 months, with possibility of extension  
**Location:** Switzerland, Geneva  
**Starting date:** August 2023

**PROJECT**

The formal partnership between REACH and the Global Education Cluster (GEC) started in 2019. In 2022 and 2023, REACH has been supporting the GEC, the Global Child Protection Area of Responsibility (GCPAoR), as well as various actors in-country to develop five joint secondary data reviews and implement joint needs assessments in five countries (Burkina Faso, Myanmar, North West Syria, Pakistan and Republic Central African Republic). More generally, in response to global growing needs, REACH continues to support the GEC in scaling up the scope and the coverage of its technical support and guidance on needs assessments and analysis to the education country clusters, working groups and partners.

In the last year, significant support has been provided to the GEC to redefine (i) the Education Cluster severity and PIN methodology, as well as (ii) the education indicators included into the REACH Multi-Sectoral Needs Assessments (MSNAs), whose information is used in a wide range of Humanitarian Needs Overviews (HNOs).

**CORE RESPONSIBILITIES**

Under the supervision of the Education Research Manager, and in close collaboration with the Education Assessment Specialist and the Assessment officer, the Data Officer will support the analysis, visualization and research on educational data, ultimately improving the evidence-base in the key milestones of the Humanitarian Project Cycle (HPC).

Specifically, the Data Officer will be in charge of:

1. SUPPORTING THE ANALYSIS AND VISUALIZATION OF EDUCATIONAL DATA
   - Supporting education teams members in undertaking People in Need (PiN) and severity calculations.
   - Providing other data analysis support, ensuring that results are delivered in a coherent, understandable, and meaningful manner throughout the Humanitarian Programme Cycle (HPC).
2. DEVELOPING FURTHER RESEARCH ON EDUCATION NEEDS IN HUMANITARIAN CONTEXTS

- Key research areas will likely include:
  - Investigate how education needs interact with other households’ needs and characteristics;
  - Gain a better understanding of how education needs vary with children’s age, gender and other individual characteristics;
  - Explore how education data from various sources (MSNA, Education Management Information Systems, Joint Education Needs Assessment) differ and complement each other.

➔ Research results might be displayed in various forms such as (the list below is non-exhaustive):
  - Guidance on how to improve indicators, tools and analytical frameworks;
  - Zoom-in on high-priority countries for education;
  - Dashboard, in coordination with the REACH Global humanitarian Planning and Prioritization Unit.

3. PROVIDING DOCUMENTATION AND TRAINING, THROUGHOUT ACTIVITIES 1 AND 2

- Developing guidance on data visualization and data analyses, documenting codes, processes, and good practices;
- Providing ad-hoc capacity strengthening on data analysis and visualization.

REQUIREMENTS

Required:

- Master’s degree in a relevant field (economics, statistics, data science, sociology, development / humanitarian studies, etc).
- Minimum 2 years of experience in a research/ data analyst/ information management 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 working knowledge of R software

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
Terms of Reference

Desired

- Knowledge of data visualization tools (Shiny, Power Bi, Tableau, D3.js, etc.).
- Fluent spoken and written English, and preferably working proficiency in French.
- Experience in coding data collection tools for mobile data collection platforms (KOBO/ODK)
- Familiarity with the humanitarian aid system

COMPENSATION AND BENEFITS

- For this position, gross salary between 5’280 CHF and 5’350 CHF monthly (before income tax).
  NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 450 CHF per month is already included in the salary figure.
- Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT.
- Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments.
- Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens.
- Up to 40% of remote work on a weekly basis.