

SENIOR DATA OFFICER FOR SOUTH SUDAN

(Reference: 23/SSD/SDO01)

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 Senior Data Officer to support our REACH team in South Sudan.

Department: REACH
Position: Senior Data Officer
Contract duration: 1 year
Location: Juba, South Sudan
Starting Date: ASAP

COUNTRY PROFILE

IMPACT, through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectoral needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and reached a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs.

Assessments of conflict affected areas, providing mapping and monthly service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.

2018 saw the expansions of both IMPACT and REACH programming to 10 of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross-border port monitoring,

assessments of hard to reach areas, flood mapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources, and third party monitoring of humanitarian and development programming. In 2019, REACH expanded its role within the technical space, increasing involvement in Integrated Phase Classification (IPC), Needs Analysis Working Group, UN technical agencies, and academics. In response, REACH has also expanded into multiple new research cycle streams beyond humanitarian needs monitoring, including sector specific, population movement, and AAP research. Broadly, REACH South Sudan implements assessments across three core units:

- Monitoring of the humanitarian situation in South Sudan, through monthly assessments covering over 2,000 settlements in South Sudan, conducting an annual representative Multi Sector Needs Assessment to provide a snapshot of needs, and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters.
- Monitoring population movement trends in South Sudan, including tracking and analyzing large-scale displacement, returns and seasonal movements, through port and road monitoring, ad-hoc assessments, and a population movement baseline; assessing the perceptions of affected populations of the humanitarian response; engaging with the protection cluster in identifying and filling major information gaps; and mainstreaming a context sensitive approach within REACH South Sudan.
- Providing direct technical support to humanitarian clusters through active engagement with coordination bodies, dedicated assessments and information products, and strategic engagement to promote innovative methods towards understanding sector-related needs in South Sudan.

The Senior Data Officer would support across all three units and streams of work. More information on REACH's work in South Sudan can be found here: <https://www.reach-initiative.org/where-we-work/south-sudan/>.

FUNCTIONS

Under the line management of the IMPACT Country Coordinator / Representative or his/her delegates in South Sudan, the Senior Data Officer is responsible for the production of IMPACT's analysis products in South Sudan, 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, dashboards and information management systems. The Senior Data Officer will provide technical expertise and cross-cutting support on research design, data analysis and R challenges, as needed. The Senior Data officer will support in the dissemination and evaluation stages of the research cycle. Throughout each research cycle, the Senior 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 Senior 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.

RESPONSIBILITIES

The Senior 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 South Sudan, in line with IMPACT's relevant research and data guidelines.
- Support 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 questionnaires, as required;
- Maintain, update and expand R-based systems of data management and analysis for data dissemination and reporting and act as technical focal point for all R and data related issues;
- Serve as focal point for statistical analysis and quantitative reporting on assessments and across all data workstreams;
- Serve as focal point for certain monthly data aggregation systems including the Shocks Monitoring Index (SMI) and Integrated Needs Tracker (INT);

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 accurate findings are reported given the data collection and analysis methodology planned in TORs.

- Ensure that all analysis outputs are validated by IMPACT HQ before external release;
- Support the regular maintenance and update of online products in coordination with IMPACT HQ;

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, including the Needs Analysis Working Group (NAWG), Cash Working Group and others;
- 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.

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;

TEAM MANAGEMENT AND CAPACITY BUILDING

In case the Senior 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 and management/coordination meetings when required;
- 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 South Sudan.

DATA CONFIDENTIALITY AND PROTECTION

The Senior 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

- **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- **Research skills** Excellent research and analytical skills required, including a sound understanding of sampling frameworks and their application, advanced data analysis skills including an ability to clean, analyse and report on large data sets, as well as conduct temporal and/or spatial trend analysis.
- **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. Experience with dashboard development and management using Tableau, RShiny, PowerBI or an equivalent software is an advantage.
- **Familiarity aid system** Familiarity with the aid system is required;
- **Years of work experience** At least 3 years of relevant working experience;
- **Management skills** Proven team management experience and skills; ability to build assessment capacity of team through training and mentoring is an asset;
- **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 East Africa is desirable;
- **Language skills** Fluency in English required;
- **Security environment** Ability to operate in a complex and challenging security environment

COMPENSATION AND BENEFITS

- For this position, salary between 2'520 CHF and 2'880 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD
NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position

and the level of education of staff. A location-dependent security and/or isolation adjustment is then applied as a recognition that some staff are required to work in difficult places where living and working conditions are much more difficult than elsewhere.

- Accommodation and food provided in a guesthouse. NB – IMPACT is hosted by ACTED in this country
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance
- Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered)
- R&R after 3 months (flight ticket up to 500\$ + 200\$ of living allowance)
- Contribution to the luggage transportation: between 20 and 100 kgs, depending on the length of the contract (+ luggage and personal property insurance)
- Annual leave of 36 days per year. Public holidays of the country of assignment. Family/compassionate leave when applicable.
- Predeparture induction - 3 days at IMPACT Initiatives's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training;
- IMPACT prioritizes the psychological safety of its staff and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees