

DATA INTERNSHIP IN GENEVA, SWITZERLAND (HQ)

(REFERENCE: 23|HQ|DI03)

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 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.

We are currently looking for a Data Intern to join our global Research team in Geneva, Switzerland.

Position:	Data Intern
Department:	Research
Duration:	6 months
Remuneration:	1'450 CHF gross per month
Start date:	October 2023
Location:	Geneva, Switzerland

OVERVIEW

The Data Intern will be part of the IMPACT Research department, working on the data processing and analysis stages of the research cycle. Based on these terms of reference and initial briefings, the selected candidate will develop upon the start of the internship a specific set of objectives and a work-plan, which will be reviewed at regular intervals during the internship period and will serve as a basis for evaluation upon completion of the internship.

INTERNSHIP OBJECTIVES

- Develop capacity for the planning and implementation of a primary research project in humanitarian and conflict settings, with a specific focus on quantitative data processing and analysis tools and best practices
- Gain exposure to research design, including various research methodologies and tools
- Develop thematic knowledge in specific thematic or geographical areas of interest (for e.g. food security analysis, migration related research, humanitarian research in the Middle East region, etc.) within the humanitarian and international development sector
- Gain practical experience in the international humanitarian coordination system, and develop in-depth understanding of today's major humanitarian crises, their main drivers and consequences, and resulting humanitarian needs
- Develop capacity to move to a full-time field-based position to conduct primary research within the humanitarian and international development sector

CORE TASKS

- Support with the review and validation of quantitative data processing and analysis for IMPACT research cycles, with a specific focus on the Middle East and Asia region, as well as a thematic area of interest of interest (to be agreed at the start of the contract). This includes:
 - Advise IMPACT Country teams on all aspects of data processing and analysis, in line with IMPACT research guidelines;
 - Review data analysis outputs and tools, including (but not limited to) datasets, data cleaning logs, analysis scripts, analysis outputs, data saturation grid, and ensure these are in line with IMPACT's minimum standards and the analysis plan outlined in the research Terms of Reference;
 - Ensure that meaningful analysis and techniques are used to infer results on data collected;
 - Ensure all steps taken to produce the final dataset and analysis are well documented and transparent;
 - Flag and discuss identified risks with the Research Manager as and when relevant.
- Support with the implementation of IMPACT Data Protection SOPs, specifically:
 - Ensure all data are managed and stored according to the requirements outlined;
 - Take active measures to prevent unauthorized sharing of any data, specifically sensitive and identifiable information, belonging to IMPACT and its partners, or collected during assignment with IMPACT;
 - When data is to be shared, ensure data sharing standards are implemented and accuracy, consistency, comparability and privacy of the shared data has been considered.
- 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 relevant documents and tools.
- Support with the development of research tools and guidelines, as required
- Provide other support to IMPACT Departments/ Units, as required

REQUIREMENTS

Required

- ❖ Qualifications & Experience
 - Good academic qualifications, including a Bachelor's degree or higher in relevant discipline (e.g. Data Science, Economics, Econometrics, Statistics, Mathematics, etc.)
 - Prior experience with and good understanding of quantitative data processing and analysis methods, including descriptive and inferential statistics
 - Good understanding of statistics and statistical analysis
 - 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
- Fluency in English and / or French

Desired

- ❖ Prior work experience in a research/ data analyst/ information management role, ideally in humanitarian / development contexts (e.g. needs assessments, monitoring and evaluation, etc.)
- ❖ Experience in needs assessments, monitoring & evaluations, information management in field research settings in an international context
- ❖ In addition to R (required), prior experience with at least one other analysis software package/ language (Python, SPSS, STATA, etc.)
- ❖ Experience in coding data collection tools for mobile data collection platforms (Kobo/ ODK)
- ❖ Familiarity with the humanitarian aid system
- ❖ Fluency in Spanish and/ or Arabic