

# DATA OFFICER

(Reference: 23|MOZ|DO01)

## BACKGROUND ON IMPACT AND REACH

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 team in Mozambique**

**Position:** Data Officer  
**Contract duration:** 6 months  
**Location:** Pemba, Mozambique  
**Starting Date:** 1 February 2024

## COUNTRY PROFILE

Mozambique has been experiencing a multifaceted and enduring crisis over the past several decades. This crisis is characterized by a convergence of climate-driven shocks, poverty, and insurgency in the northern region. In Cabo Delgado, the northernmost province, a conflict has been raging since 2017, instigated by the Ahlu Sunna Wal Jama (ASWJ) Islamist militia and fuelled by pre-existing socio-economic marginalization, political and religious ideologies, as well as the exploitation of valuable natural resources. This protracted conflict has resulted in the displacement of hundreds of thousands of families, straining the region's limited capacity to address their needs.

In addition to the conflict, Mozambique faces constant risks related to natural hazards, including cyclones, floods, and droughts. The country ranks 11th globally and 3rd in sub-Saharan Africa in vulnerability to natural disasters. Mozambique's geographical location, topography, weak socio-economic infrastructure, and reliance on rain-fed agriculture contribute to this vulnerability. The population, already burdened by high poverty rates and a low Human Development Index, is particularly susceptible to the impact of these natural disasters. Cyclones and flooding pose significant threats to the coastal population, while droughts disrupt subsistence agriculture, driving food insecurity and malnutrition.

Following two brief missions in 2019 and 2023 in Mozambique, IMPACT will establish an in-country team starting in 2024. This team will be dedicated to delivering essential information regarding key humanitarian needs and supporting in the efficient prioritization of the humanitarian response.

## POSITION PROFILE

The Data Officer will be responsible for leading the production of analysis products, 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. Under the line management of the Research Manager in Mozambique, the Data Officer, in close liaison with the assessment teams, engages with partners to promote their participation in data processing, analysis or relevant topics, to maximize the uptake and use of IMPACT/REACH research. When relevant, or managing a project, they also ensure 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.

## RESPONSIBILITIES

The Data Officer is responsible for the following:

### RESEARCH CYCLE MANAGEMENT

- **Research planning and design** through leading on **sampling design** and in coordination with relevant assessment and GIS staff **construct quantitative sample**;
- Providing training on **data cleaning and management techniques**;
- Overseeing **data analysis set-up** (specifically conducted in the R environment).

### DATA MANAGEMENT

- **Data management, cleaning and analysis** including monitoring of the accuracy of data collected, cross-checking data collected in the field;
- Maintaining R-based systems of data management and analysis, serving as the **focal point for statistical analysis** and quantitative reporting;
- **Developing cleaning and analysis** (descriptive, hypothesis testing, correlation, and regression analyses) **scripts in R**;
- Contributing to the **automatization of data analysis** processes.

### INFORMATION MANAGEMENT

- **Developing information products and dashboards** with the collected data;
- Providing **information management support** to other team members, or humanitarian stakeholders;
- Other tasks falling within their functions as requested by supervisors.

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. They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners or collected during their assignment with IMPACT.

## REQUIREMENTS

- **Years of work experience** At least 2 years of relevant working experience in a similar role preferable in the humanitarian field.
- **Research skills** Proficiency and proven experience with research methods, including both quantitative and qualitative research. Excellent analytical skills.
- **Statistical skills** Strong statistical and analytical skills including correlation and regression analysis.

- **Software skills** Advanced knowledge of R, Python or equivalent statistical software (with a willingness to learn R). Knowledge of ArcGIS or Power Bi an advantage.
- **Level of independence** Proven ability to work independently.
- **Communication/reporting skills** Excellent communication and drafting skills for effective reporting.
- **Organizational and coordination skills** Strong presentation, and organisational skills.
- **Multi-tasking skills** Ability to multitask with tight deadlines.
- **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility.
- **Academic qualifications** Excellent academic qualifications, preferably including a Master's degree in a relevant discipline (Computer or Data Science, Statistics, Social Science, Economics, or related);
- **Security environment** Ability to operate in a complex and challenging security environment.
- **Experience in geographical region** Past experience in the region is desirable.
- **Language skills** Fluency in English and basic level of Portugues required.

## CONDITIONS

- For this position, salary between 2'220 CHF and 2'680 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 the guesthouse. Depending on the country situation, a contribution to a housing allowance of up to 75% of country-specific benchmark can be considered instead. 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).
- 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;
- Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.

- 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.