

SENIOR DATA OFFICER

(Reference: 24|UGA|SDO01)

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, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in its fields of intervention.

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

Position: Senior Data Officer

Contract duration: 6 months

Location: Kampala, Uganda

Starting Date: May 1st, 2024

COUNTRY PROFILE

Uganda is currently hosting more than 1.5 million refugees and asylum seekers, the largest number in the region. Most have fled civil unrest and conflicts in neighbouring countries of South Sudan, the Democratic Republic of the Congo (DRC), Somalia, and Burundi. Refugee flows into Uganda are likely to continue due to ongoing conflicts, violent wars, unrest and human rights violations in neighbouring countries. The vast majority of refugees are hosted in settlements in 12 refugee-hosting districts in northern and mid/south-western Uganda, while 5% of them reside in urban Kampala.

In Uganda, the response coordination is held by UNHCR and by the Office of the Prime Minister (OPM). The Uganda government, in coordination with the humanitarian partners, has granted a welcoming policy for all asylum seekers. The asylum seekers, once registered as refugees, receive a piece of land in one of the refugee settlements and a monthly general food assistance from WFP. In the past years Uganda has been affected by a general decreasing of humanitarian funds that have triggered a prioritization of the humanitarian assistance.

FUNCTIONS

Under the line management of the IMPACT Country Coordinator / Representative or his/her delegates in Uganda, the Senior Data Officer is responsible for the production of IMPACT's analysis products in Uganda, 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 Senior Data officer will support in the dissemination and evaluation stages of the research cycle. Throughout each research cycle, the Senior Data Officer, in 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. The Senior Data Officer will also work closely with other data and GIS staff to support capacity-building and mainstreaming of best practices in the mission.

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.

RESPONSABILITIES

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 Uganda, 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;

KNOWLEDGE SHARING AND LEARNING PROCESSES

- Provide content and contributes to lessons learned exercises
- Support the capacity building of data, field, and assessment staff in terms of data processes and softwares.
- Organise relevant trainings for team members on topics related to data handling and management.

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 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** Advanced 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.
- **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
- **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 region is desirable;
- **Language skills** Fluency in English;
- **Security environment** Ability to operate in a complex and challenging security environment

COMPENSATION AND BENEFITS

- For this position, salary between 2'450 CHF and 2'640 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
- Accompanied status does not apply to this position
- 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