

DATA OFFICER

(Reference: 24|ETH|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 Ethiopia.

Department: REACH
Position: Data Officer
Contract duration: 6 months (renewable)
Location: Kampala, Uganda, with frequent travel to Ethiopia
Starting Date: ASAP

COUNTRY PROFILE

Since 2018, Ethiopia has witnessed an escalation in unrest including large-scale displacement, killings, and destruction of property following domestic political changes. Such unrest has exacerbated the impact of climate-related crises, including the most devastating desert locust infestation in 25 years, which has damaged crops and fostered food insecurity. In early 2020, the COVID-19 pandemic infiltrated Ethiopia leading to lockdowns and transport bans in many regions that restricted access to markets. Then in November 2020, conflict erupted in the northern Tigray region, displacing many Ethiopians, and contributing to an approximate 1.1 million additional people needing assistance in Amhara, Afar and Tigray regions. All of these events have severely disrupted livelihoods, affected the availability of staple market commodities, and threatened to sharply escalate humanitarian need for vulnerable populations across the country.

POSITION PROFILE

The Data Officer is responsible for the production of IMPACT's analysis products on Ethiopia, 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 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

- Contribute towards the **identification and implementation of effective and adapted data management and analysis solutions** for IMPACT research in Ethiopia, in line with IMPACT's relevant research and data guidelines.
- **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.

TEAM MANAGEMENT AND CAPACITY BUILDING

If the 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 plans;
- In coordination with CC, RM and Data/GIS Manager, **conduct induction for new staff members**, including training in basic technical data processing and analysis competencies.
- Support to the IMPACT CC, RM and Data/GIS Manager, in the **development and implementation of capacity training plans** for data and other team members. They are 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.

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.

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.
- Ensure that all partner engagement and all external relations are clearly documented and communicated with the line manager and relevant colleagues;

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 Ethiopia.

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.

The position is based in Kampala, with frequent travel to Ethiopia. The level (DO or SDO) will depend on the candidates experience and qualifications.

REQUIREMENTS

- ❖ **Years of work experience** At least 2 years of relevant working experience in a similar role in data science, preferably in the humanitarian field;
- ❖ **Research skills** Proficiency and proven experience with research methods, including both quantitative and qualitative research. Excellent analytical skills, experience conducting multi-sectoral analysis highly desirable;
- ❖ **Statistical skills** Strong statistical and analytical skills including correlation and regression analysis;
- ❖ **Software skills** Data. 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 required.

CONDITIONS

- ❖ For this position, salary between 2'460 CHF and 2'520 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.
- ❖ 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' HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situation 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.