

JUNIOR DATA OFFICER IN GENEVA, SWITZERLAND

(Reference: 24/HQ/JDO01)

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 Junior Data Officer to join our global Research Team in Geneva, Switzerland.

- **Position:** Junior Data Officer
- **Department:** Research
- **Supervisor:** Research Manager (Asia, Middle East, and LAC Unit)
- **Start date:** ASAP
- **Duration:** Open-ended
- **Location:** Geneva, Switzerland

OVERVIEW

The Junior Data Officer will be part of the IMPACT Research Department and under the supervision of the Research Manager - Africa & Europe Unit. Specifically, the objective of the Regional Units is to ensure all IMPACT research cycles are meeting / exceeding internal standards, wider academic research standards and ethics in the 1) research methods, 2) data processing and analysis practices, and 3) data interpretation, data visualisation and research reporting practices being used within IMPACT.

To achieve this objective, each Unit:

- Provides day-to-day support and advice (including review and validation of all relevant outputs) to IMPACT country teams on all aspects of research cycle implementation;
- Develops tools and guidelines and engages in internal and external engagement to strengthen and standardise research standards and practices within IMPACT;
- Contributes to IMPACT's capacity building efforts vis-à-vis research;
- Consistently strengthens quality of research within IMPACT through the capitalisation of best practices and implementation of lessons learned and M&E processes.

Within this setup, the Junior Data Officer will support with (1) reviewing outputs related to quantitative data processing and analysis from research conducted within the relevant regional portfolio, (2) data management, including implementation of IMPACT Data Protection SOPs and other relevant guidelines, and (3) process follow-up for research cycles being followed.

CORE TASKS

- Advise on, review and validate quantitative data processing and analysis for IMPACT research cycles, with a specific focus on the Africa and Europe region, as well as thematic area 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 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.

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- When feasible, support with reviewing and validating research design documentation and final information products from relevant research cycles, while taking the lead on specific countries and/ or thematic areas of focus (to be discussed at start of contract);
- Provide other support for the implementation of IMPACT Research Cycles as directed, including in-country or remote surge to IMPACT country teams (up to 25%);
- Contribute to capitalisation of lessons learned as well as development of tools and guidelines for an increased research quality within IMPACT.

REQUIREMENTS

Required

- Qualifications & Experience

- Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Data Science, Economics, Econometrics, Statistics, Mathematics, etc.)
- At least 1-2 years of relevant work experience in a research/ data analyst/ information management role, ideally in humanitarian / development contexts (e.g. needs assessments, monitoring and evaluation, 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

- In addition to R (required), prior experience with at least one other analysis software package/ language (Python, SPSS, STATA, etc.)
- Experience in needs assessments, monitoring & evaluations, information management in field research settings in an international context
- Experience in coding data collection tools for mobile data collection platforms (KOBO/ ODK)
- Familiarity with the humanitarian aid system

Compensation and Benefits

- For this position, gross salary between 4'900 CHF and 5'070 CHF monthly (before income tax).
 - *NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 450 CHF per month is already included in the salary figure.*
- Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT
- Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments
- Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens
- Up to 40% of remote work on a weekly basis