

Data Specialist

(Reference: 24|SYR|SDO01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

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 Specialist to support the Amman-based REACH team.

Department: REACH

Position: Data Specialist

Contract duration: 12 months

Location: Amman

Starting Date: ASAP

COUNTRY PROFILE

After more than a decade of conflict, conditions in Syria remain volatile and marked by violence, climatic shocks and socioeconomic deterioration. The scale, complexity, and severity of humanitarian needs in Syria extend the necessity for up-to-date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has since grown significantly as an actor in the response.

POSITION PROFILE

REACH Syria is currently seeking a Data Specialist (DS) to manage the in-country data team and oversee data workstreams across the research units. Additionally, the DS will lead a data task force encouraging a collaborative and innovative data environment in-country. Data workstreams include 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 Deputy Country Coordinator, the DS, 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, 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 DS 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.

In his/her mission, the DS 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 by ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

RESPONSIBILITIES

The Data Specialist is responsible for the following:

TECHNICAL OVERSIGHT

1. Ensuring the provision of technical support to all research units in research design and implementation including sampling, data management, data cleaning, data analysis, R Shiny dashboards, and R scripts, in line with the assessment objectives;
2. In line with IMPACT guidelines and requirements, developing and overseeing the implementation of data quality standards across research cycles;
3. Leading the improvement and automatization of data processes across assessments ensuring increased efficiency and faster turnaround times of research cycles;
4. Overseeing and coordinating data needs and capacity across research units;
5. Developing and implementing capacity-building plans for data team members;
6. Coordinating cross-unit R/data-related challenges with IMPACT HQ;
7. Technical mentorship to all data team members;
8. Line management of cross-unit data team members;
9. Proactively identifying, flagging, and coordinating data solutions across the organization;
10. Providing information management support to other team members within REACH Syria, or humanitarian stakeholders;
11. Leading data-relevant external engagement with key humanitarian stakeholders;
12. Other tasks falling within his/her functions as requested by supervisors.

LEADING DATA TASKFORCE

1. Facilitation of the organization of the Data Taskforce including scheduling, agenda, and allocation of speakers;

2. Ensuring the collaborative nature of the task force providing opportunities to all data team members to lead on topics, give presentations, flag challenges, etc.;
3. Foster an innovative data culture encouraging new ideas and solutions;
4. Through the task force identify gaps and opportunities for data workstreams in the organization.

REQUIREMENTS

- **Years of work experience** At least 4 years of relevant working experience in data science with team management experience preferably in the humanitarian context.
- **Academic** Excellent academic qualifications, preferably including a Master's degree in a relevant discipline (Computer or Data Science, Statistics, Social Science, Economics, or related);
- **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;
- **Software skills** Advanced knowledge of R, STATA, 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;
- **Adaptability:** Ability to adapt to a humanitarian work environment and work within operational limitations;
- **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;
- **Experience in geographical region** Past experience working in Syria or the Middle East is desirable;
- **Language skills** Fluency in English required, fluency in Arabic and/or Kurdish an asset.

CONDITIONS

- For this position, salary between 3'060 CHF and 3'240 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.
- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- On a case-by-case basis, accompanied status and relevant benefits can apply (health insurance and flight tickets for dependents, education allowance for children)

- 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.