

DATA OFFICER FOR MYANMAR

(Reference: 25|MMR|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, 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 an Data Officer to support our team in Myanmar.

Position: Data Officer

Contract duration: 6 months

Location: Yangon

Starting Date: June 2025

COUNTRY PROFILE

Myanmar's complex and multi-faceted humanitarian crisis is characterised by armed conflict, inter-communal tensions and vulnerability to natural hazards. The February 1st 2021 military takeover further exacerbated pre-existing vulnerabilities, leading to heightened needs amongst the population, with an estimated 19.9 million people, or a third of the country's population, now estimated to be in humanitarian need. Ongoing clashes continue to trigger displacement with more than 3.5 million people reportedly internally displaced. The 28 March 2025 earthquake has also further exacerbated needs and displacement.

The REACH team – based in both Yangon and Bangkok – has been supporting the humanitarian response in Myanmar since 2022 through the implementation of various assessments, including yearly Multi-Sector Needs Assessments (MSNAs), Joint Market Monitoring Initiative (JMMI), Areas of Concern Assessments (AoC) and other assessments. REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

FUNCTIONS

Under the management of the IMPACT Data Specialist (DS), the Data Officer (DO) is responsible for the production of IMPACT's analysis products in Myanmar. The ideal candidate would be eager to work within a dynamic and motivated team, will have a strong data management background, and a focus on using critical thinking to solve data problems in complex environments.

The Data Officer will be responsible for the production of analysis products, including the preparation of research design, data analysis plans, data collection tools, data cleaning scripts and processes, analysis

scripts, analysis outputs and (as relevant) production of dashboards, web maps, and information management systems.

The Data Officer, in close liaison with the assessment teams and partnerships team, engages with partners to promote their participation in data processing, analysis or relevant topics, to maximize the uptake and use of IMPACT/REACH research and data. 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 teams during data collection, analysis or output production.

The priorities of the position will be determined and continuously reviewed together with the DS.

In their mission, the 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.

RESPONSIBILITIES

The Data Officer will be responsible for the following:

RESEARCH CYCLE MANAGEMENT

- Research planning and design through leading on sampling design. In coordination with relevant staff, construct sampling frame.
- Creating, reviewing, and troubleshooting data collection tools insuring data quality meeting IMPACT's minimum standards.
- Providing training on data cleaning and management techniques.
- Setting up and overseeing data processes (conducted in R).

DATA MANAGEMENT

- Data management, cleaning and analysis including monitoring of the accuracy and quality of collected data, 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 processes.

INFORMATION MANAGEMENT

- Developing interactive graphs, dashboards, information products with the collected data.
- Other tasks falling within their functions as requested by supervisors.

KNOWLEDGE SHARING AND COORDINATION

- Providing regular support and technical backstopping to all teams and units within country office when/if needed.
- Providing information management support to other team members, or humanitarian stakeholders;
- Ensure regular coordination and communication with relevant colleagues.

DATA CONFIDENTIALITY AND PROTECTION

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. 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

- ❖ **Years of work experience** At least 2 years of relevant working experience similar role in data science, preferably in the humanitarian or development settings;
- ❖ **Software skills** Advanced knowledge of R, Python or equivalent programming statistical software (with a willingness to learn R). Knowledge of ArcGIS/QGIS and PowerBI are an advantage;
- ❖ **Research skills** Proficiency and proven experience with quantitative research methods. Excellent analytical skills, experience conducting multi-sectoral analysis highly desirable;
- ❖ **Statistical skills** Strong statistical and analytical skills including correlation and regression analysis;
- ❖ **Organizational and coordination skills** Strong presentation and organisational skills;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines and effectively communicate with other team members, including in a remote set-up;
- ❖ **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 Myanmar or the South-East Asia region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Burmese or other Myanmar language is an asset.

COMPENSATION AND BENEFITS

- ❖ For this position, salary between 2'220 CHF and 2'280 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD, and food allowance *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 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
- ❖ 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' 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 fee