

SENIOR DATA OFFICER

(Reference: 26|OPT|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 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 Senior data Officer to support our oPt team in Amman:

Position: Senior Data Officer

Contract duration: 6 months

Location: Amman

Starting Date: 1 August 2026

COUNTRY PROFILE

The humanitarian situation in the occupied Palestinian territories (oPt) has reached dire levels, particularly in the Gaza Strip, where ongoing hostilities have resulted in mass displacement, the collapse of basic services, and a near-total breakdown of civilian infrastructure. With 2.2 million people affected, access to food, water, healthcare, and shelter remains critically limited. The scale of destruction and access constraints have created an environment where humanitarian needs far exceed available resources. At the same time, rising tensions and violence in the West Bank have severely impacted freedom of movement, livelihoods, and overall humanitarian conditions.

In response, IMPACT Initiatives is implementing a range of activities to support a needs-based, evidence-driven humanitarian response. This includes multi-sectoral household assessments, displacement site mapping, and market assessments across Gaza to inform coordination, operational planning, and strategic decision-making.

POSITION PROFILE

The Senior Data Officer (SDO) serves as the technical lead for quantitative data management and analysis across assigned research cycles, ensuring the timely delivery of high-quality analytical outputs. Working under the technical supervision of the Data Specialist, the SDO leads the implementation of quantitative methodologies, sampling approaches, data management systems, and statistical analyses while supporting continuous improvement of analytical workflows. The SDO provides day-to-day technical guidance to Data Officers and assessment teams, contributing to methodological consistency, operational efficiency, and evidence-based humanitarian decision-making.

As the mission's technical lead for quantitative data management and analysis, the SDO supports assessment teams on sampling strategies, research design, and quantitative analysis plans. Working under the technical

supervision of the Data Specialist, the SDO oversees the validation of data collection tools, leads the development of data cleaning and analysis scripts, and coordinates the production of analytical outputs, including dashboards, summary tables, and statistical briefs.

The SDO will coordinate with the Data Specialist, Research Managers, and relevant assessment teams to align technical priorities, timelines, and deliverables, proactively resolving methodological and operational challenges throughout the research cycle.

This position requires a candidate with a strong background in statistics and data analysis, advanced proficiency in tools such as R, Stata, or Python, and experience designing and implementing sampling methodologies in humanitarian or development contexts. The ideal candidate will be highly organized, capable of managing multiple priorities, and able to work autonomously in volatile and fast-paced environments. A collaborative mindset, ability to communicate technical concepts clearly to non-technical stakeholders, and a solution-oriented attitude are essential to success in this role.

RESPONSIBILITIES

The Senior Data Officer is responsible for the following:

Research Cycle Management and Technical Leadership

- Serve as the technical focal point for quantitative data processes across assigned research cycles, ensuring methodological rigour and adherence to IMPACT analytical standards.
- Lead the technical implementation of assessment methodologies, including sampling design, sample size calculations, and weighting approaches, under the guidance of the Data Specialist.
- Coordinate with Assessment, GIS, and Data teams to develop robust sampling frames and data collection plans appropriate to operational constraints and research objectives.
- Provide technical advice on questionnaire structure, indicator operationalisation, and quantitative analysis plans during research design.
- Lead the technical validation of data collection tools, ensuring consistency, data quality, and analytical readiness prior to deployment.
- Identify and resolve methodological and data quality challenges throughout the research cycle, escalating complex issues where required.
- Provide day-to-day technical guidance and mentoring to Data Officers and assessment staff on quantitative methods, data management, and analytical best practices.

Data Management and Analysis

- Design, maintain, and document reproducible, version-controlled data processing and analytical workflows using R and other statistical software.
- Oversee data cleaning, validation, weighting, transformation, and quality assurance processes across multiple assessments.
- Develop and maintain analysis scripts supporting descriptive statistics, inferential analysis, and humanitarian indicator calculation.
- Establish and oversee quality assurance processes for quantitative datasets, analytical scripts, and statistical outputs, ensuring compliance with IMPACT methodological standards.
- Contribute to the development and maintenance of automated analytical pipelines and reporting systems to improve efficiency and consistency across research cycles.
- Ensure analytical outputs comply with established methodological standards and quality assurance procedures.

Information Management and Analytical Products

- Lead the production of quantitative outputs, including statistical summaries, dashboards, visualisations, and analytical datasets.
- Collaborate with Assessment and GIS teams to produce high-quality information products supporting humanitarian planning and decision-making.
- Support the development of severity analyses, prioritisation exercises, and other inter-sector analytical products through robust quantitative analysis.
- Provide technical support to internal teams and external stakeholders on data interpretation, quantitative findings, and methodological considerations.
- Contribute to continuous improvement of analytical systems, documentation, and standard operating procedures.
- Undertake other relevant technical tasks as requested by the Data Specialist or Research Managers.

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. 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.

REQUIREMENTS

- ❖ **Years of work experience** At least 4 years of relevant working experience in a similar role preferable in the humanitarian field;
- ❖ **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;
- ❖ **Sound judgment and emotional intelligence** in high-pressure or sensitive situations. Possesses strong interpersonal awareness and the ability to respond constructively to feedback and shifting priorities;
- ❖ **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, competency in Arabic is an asset.

COMPENSATION & BENEFITS

- ❖ For this position, salary between 2'580 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 the 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's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ 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.