**Job Description**

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| **Position** | REACH Data Officer | **Starting Date** | 11/4/2022 (negotiable) |
| **Reference of the offer** | 03-2022 | **Publication Date** | 24/03/2022 |
| **Location** | Tunis | **Type of contract** | Fixed-term Contract |
| **Duration** | 6 months (with possibility of renewal) | **Security Level** | Cf SoP  |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)In Libya, ACTED intervenes since 2011 , In Libya, ACTED’s aim is to support the most vulnerable and provide them with access to basic services, while supporting the recovery and development of the Libyan population.ACTED delivers protection assistance to vulnerable, conflict-affected populations, as well as financial support through cash assistance, for households to meet their most urgent needs.ACTED also promotes social cohesion and community stabilization in communities affected by conflict by addressing infrastructure needs and supporting community-led initiatives.To enable a resilience of all vulnerable populations, ACTED supports civil society and economic development initiatives.REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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. REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH’s intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012 and since 2015. Since late 2015, REACH established a full-time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, cash and market assessments. |

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| **Context of the position and key challenges** |
| Since 2011, Libya has experienced several waves of fighting, and the complex socio-political landscape has given way to an increasingly protracted conflict. Throughout 2020, the conflict that began in 2011 in Libya continued to fragment the country, leaving thousands displaced and further weakening political and economic institutions. In 2021, the Office for the Coordination of Humanitarian Affairs (OCHA) determined that 0.8 million people in Libya were in need. Renewed efforts to broker peace in Libya were initiated by political talks in Berlin in January 2020, resulting in the creation of the 5+5 Joint Military Commission. In October, this commission reached an official ceasefire agreement, building on an informal ceasefire that had been in effect since August. In March 2021, the Libyan parliament approved the newly formed unified interim government. The interim government was mandated to lead the country until the presidential and legislative elections scheduled for December 24, 2021. These peacebuilding efforts have been accompanied by a decrease in the scope and severity of armed conflict, and the improved security situation has caused a reduction of displacement figures, especially in the Western region of the country. Despite these positive developments, the situation in Libya remains uncertain. Elections were not held in December 2021, and a new date remains to be set. As a consequence, the security situation remains volatile.Crucial humanitarian information gaps for displaced and non-displaced populations remain in Libya, as the political, economic, and social landscapes are constantly evolving, and as humanitarian access to affected populations is limited, particularly as a result of COVID-19. In this context, ACTED, through its REACH initiative, provides technical support to humanitarian and development actors and coordination structures, by designing and conducting timely assessments to address outstanding information gaps. The position advertised will contribute to strengthen REACH support to all sectors and working groups active in the Libya response, by reinforcing their capacities as to data collection and to actively support them will new assessments. |

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| **Key roles and responsibilities**  |
| ACTED is recruiting a Data Officer for REACH Initiative Libya to join our Data Unit and provide data support to our increasing number of projects. Data can help change the world, but only when people can understand it. Your work will have an impact in informing more effective humanitarian action. In coordination with the REACH Assessment Manager and GIS/Data Unit, you will be responsible for the production of IMPACT’s analysis products of the Libya mission, 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 information management systems, dashboards and other relevant outputs. You will liaise with the GIS/Data Unit focal point & Assessment Officers to ensure timely and quality collection of data from local partners based in Libya during the assessment period. You will be supporting the mission by conducting trainings for team and local CSOs on data aspects. We will also need you for other duties when requested by the Country Focal Point or Assessment Manager.You will guide and support the rest of REACH team to help them in many data aspects of the assessments. Hence, you’ll be responsible for the following tasks:1. Support Research team and Assessment Officers (AOs) during data collection\* Develop XLS Forms/ KOBO Forms based on templates and translation provided by the AO.\* Follow-up with Field Officers (FOs) and AOs on technical issues pertaining to data collection in Libya.\* Provide timely and accurate updates to the RM of any changes or challenges in data collection.\* Provide support to other REACH team members as required in data aspects. 2. Ensure data is at its highest quality, clean and analyse it \* Create validation and cleaning processes (usually R scripts) on incoming data. \* Create analysis processes as per IMPACT guidelines communicated by AOs.3. Perform general Data Unit functions\* Perform general maintenance of (relational) databases\* Maintain server’s healthy functioning\* Automate repetitive tasks by the Data Unit and Research teams\* Develop materials on (Mobile) Data Collection techniques, data quality, among other topics\* Conduct trainings on data topics and relevant4. Perform other tasks upon request |

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| **Required qualifications and technical expertise** |
| **Must have:*** Relevant degree in Computer Science, Data Engineering, Statistics, or a related discipline
* Previous working experience
* Proficiency in English
* Good programming knowledge (ideally in R and using packages such as tidyverse, ggplot2, stringr)
* MS Office Products proficiency (e.g. Excel, Outlook, OneDrive)
* Good knowledge of Project Management tools (e.g. Trello, ClickUp)
* Proactive and willing to develop and implement innovative solutions independently
* Strong team collaboration, ability to communicate technical terms to non-technical audience
* Interest in humanitarian issues and organizations

**Preferred:*** Experience/ Familiarity with any mobile data collection tools (ODK, KOBO, ONA, etc)
* Experience in creating outstanding dashboards
* Experience with Linux servers
* Experience in using one of the following programming languages: Python, SQL
* Interest in Geographic Information Systems
* Proficiency in Arabic
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| **Conditions** |
| Job Title: Data OfficerDuty Station: Tunis, TunisiaReporting to: Senior Assessment OfficerWorking Hours: Full- Time Position - 40h per weekType of contract: Fixed Term Contract, 6 months (renewable)Estimated Start date :11/04/2022Salary: Salary defined by the ACTED salary grid based on level of education, expertise, and level of experience. |

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| **How to apply** |
| Applications must be submitted in English, attached with a CV, a cover letter and three references. The application form is available here: The template of Job Application.Please send your application until the 06-04-2022 to the following address: * by e-mail: tunis.jobs@acted.org

For any further information, please contact ACTED tunis.hr-assistant@acted.org mentioning the reference offer.  |