**Job Description**

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| **Position** | Data Officer | **Starting Date** | ASAP |
| **Reference of the offer** | [To define] | **Publication Date** | ASAP |
| **Location** | Tunis | **Type of contract** | Fixed-term Contract |
| **Duration** | 3 months (with possibility of renewal) | **Security Level** | Cf SoP |

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| **About ACTED and REACH** |
| 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)  REACH programming was created 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. REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. 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** |
| ACTED is recruiting a Data Officer for REACH Initiative Libya to push our assessments and data to the next level, as our organisation continues to take on more 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.  Under the supervision of the REACH Data Specialist (DS) and Research Manager (RM), 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 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 enumerators on data aspects. We will also need you for other duties when requested by the Research Manager and/or Data Specialist. |

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| **Key roles and responsibilities** |
| 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. **Research design support:** collaborate with Assessment Officers to ensure that research design follows best practices for data quality and analysis. 2. **Data collection support:** providing technical support to data collection and processing. 3. **Data quality assurance:** supporting Assessment Officers with data checking and validation to ensure that the data collected is of the best quality it can be. 4. **Data analysis support:** supporting Assessment Officers with data analysis and ensuring that they accurately represent data in their work. 5. **Creation of information products:** with the rest of the team, creating factsheets, dashboards, and other information products to share with the wider humanitarian community. 6. **Creative problem solving:** critically reviewing existing data processes within the team and making improvements or developing new processes where relevant. 7. **Perform other related tasks upon request.** |

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| **Required qualifications and technical expertise** |
| Required skills:  • Relevant degree in Computer Science, Data Engineering, Statistics, or a related discipline  • Previous professional working experience analysing complex data  • Good programming knowledge (ideally in R and using packages such as tidyverse, ggplot2, stringr)  (if other skills, willingness and ability to learn R rapidly)  • MS Office Products proficiency (e.g., Excel, Outlook, OneDrive)  • Experience/ Familiarity with any mobile data collection tools (ODK, KOBO, ONA, etc)  • 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-development issues and organizations  Preferred skills:  • Experience in creating dynamic dashboards  • Experience in using one of the following programming languages: Python, SQL  • Previous working experience with an INGO in an emergency and/or development setting  • Good knowledge of Project Management tools (e.g., Trello) |

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| **Conditions** |
| Salary defined by the ACTED salary grid; TBD |

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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  Please send your application until the *29/03/2025*  to the following addresses:   * by e-mail: [**Tunis.jobs@acted.org**](mailto:Tunis.jobs@acted.org) |