International Federation
of Red Cross and Red Crescent Societies

Rapid Response Role Profile	
Job Title	Primary Data Collection Officer
Classification Level	
Immediate Supervisor's Title	Assessment Coordinator/ IM Coordinator
Number of Direct Reports *(if applicable)*	
Number of Indirect Reports *(if applicable)*	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Primary Data Collection Officer, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The Primary Data Collection Officer is responsible for leading the implementation of mobile data collection solutions during an operation, in close collaboration and in support of the National Society.

The Primary Data Collection Officer will ensure standardisation of the implementation of tools and surveys throughout the operation and in support to IFRC sectors. As well, the officer will be responsible for implementing standard best practices regarding mobile data collection and will ensure that coordination is maintained with the IFRC Mobile Data Collection Working Group and the SIMS network. The officer is responsible for coordinating IFRC sectors, including PMER, the Assessment Cell and Information Management in delivering high quality surveys to be deployed during an operation. These surveys are done in close collaboration with other team members, in order to align them to the agreed analytical framework for the operation.

Finally, the officer will support IFRC sectors and the National Society with Mobile Data Collection capacity building.

Role (Job Requirements)

Job duties and responsibilities

1. Support National Societies in ensuring quality of data collection processes and data management activities including encoding, storing, and transferring data to key stakeholders.
2. Support National Societies with training of enumerators (including NS and IFRC personnel) during operations.
3. Develop data collection plan that is adapted to decision making and planning in emergencies
4. Support, advise or lead the assessment design, analysis and reporting based on the analysis framework and plan
5. Coordinate, support or advise on primary data collection, management, storage and archiving
6. Process, reconcile and compare all primary data during operations
7. Select and implement structured analytical techniques to improve the quality, credibility and rigor of the analysis.
8. Provide support to IFRC sectors during operations – when they request – in primary data collection, management, and reporting.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Relevant university degree / higher education or demonstrated equivalent humanitarian related experience	◉	
Basic Delegate Training Course or IMPACT, CAP, ERU Training or equivalent experience	◉	
IFRC Emergency Needs Assessments and Planning (ENAP) training or relevant Inter Agency Needs Assessments related training		◉
IFRC Humanitarian Information Analysis Course (HIAC) or relevant inter-agency analysis related training	◉	
IFRC Mobile Data Collection and Survey Design Training	◉	

Experience	Required	Preferred
3 to 5 years' experience in the development and use of GIS, database systems, data visualization and other information management tools, systems and procedures.	◉	
Experience in providing remote IM support in a disaster response or recovery operation	◉	
Knowledge of needs assessment indicators for needs analysis, monitoring and evaluation in disaster contexts, including SMART, SPHERE, and Cluster/Sector specific indicators.	◉	
Experience in designing, conducting and analysing large surveys in emergencies.		◉
Significant experience in needs assessment at community and household level, with strong command of different data collection techniques for needs assessments.	◉	
Experience of information management in emergencies	◉	
Experience in engaging with the IASC Cluster system		◉
Experience in managing, training and supporting staff and volunteers.		◉
At least 2 years of experience of working for the Red Cross/Red Crescent Movement		◉

Knowledge & Skills	Required	Preferred
Proven ability to undertake activities through a participatory, inclusive and consultative process.	◉	
High level of familiarity with inter agency and IFRC needs assessment tools and processes (including data protection regulations and policies)	◉	
Strong knowledge on how to structure and tailor to operational needs including the design of surveys	◉	
Strong knowledge of database or data manipulation software: ACCESS, Excel, MySQL or PostGreSQL, and/or other statistical programmes (STATA or SPSS) and/or programming languages (R or Python).	◉	
Strong analytical skills and ability to handle complex issues and data	◉	
Full understanding of inter-agency coordination mechanisms		◉
Familiarity with current standards and guidelines for humanitarian emergency response, including Sphere.	◉	
Understanding emergency IFRC planning mechanisms and outputs (Emergency Appeal, Emergency Plan of Action & Operational update)		◉
Understanding of the principles of emergency preparedness, response and early recovery.	◉	
Knowledge of needs assessment indicators for needs analysis, monitoring and evaluation in disaster contexts, including SMART, SPHERE, and Cluster/Sector specific indicators.	◉	
Knowledge on how to setup, configure, install and deploy IFRC standard mobile data collection applications and servers (ODK Aggregate and KoBo Toolbox)	◉	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
National Society Capacity Strengthening		⊙	
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management		⊙	
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability		⊙	
Protection, Gender and Inclusion		⊙	
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience		⊙	
Integrity	⊙		

Technical Competencies	Tier 1	Tier 2	Tier 3
Needs assessments & planning in emergencies		⊙	
Assessment design & planning		⊙	
Data collection, management and data protection			⊙
Analysis (including joint and coordinated processes)			⊙
Reporting and dissemination		⊙	

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		