

Title of post: Secondary Data Review Manager**Example Posts**

Project officer, reporting and communication officer, public health officer, social researcher, information manager

Reporting Line

Assessment Coordinator

Education

- Relevant university degree, social science, public health, etc.

Experience

- Minimum 5 years experience in a humanitarian setting, preferably within the UN/NGO system
- Experience from assessments, situation analysis and desk review mandatory
- Knowledge of qualitative data collection methods and methodology
- Experience in emergency programming mandatory
- Experience in data visualization (graphs, tables, maps, timelines etc.)
- Experience with project reporting and general information activities
- Experience with scenario building

Language

Fluent in written and spoken English (or international language use).

Skills

- Excellent communications and reporting skills
- Ability to use a logical and structured approach to collate archive and synthesize information.
- Ability to analyse qualitative and quantitative information from a wide range of sources.
- Ability to address data inconsistencies and triangulate information.
- Proven ability to meet deadlines.
- Good interpersonal skills and ability to work in a multi-cultural environment.
- Experience working with the international humanitarian community is an advantage.
- Ability to understand and adapt to complex and dynamic situations.
- Ability to work under extreme pressure.

Role description and responsibilities

- Manage the secondary data collection team (where applicable).
- Ensure procedures are in place for the collation and analysis of secondary data.
- Edit and advise on layout/dissemination and integration of secondary data in the assessment report.
- Liaise with sectoral experts when necessary for ensuring adequate analysis and accuracy of the data.
- Update regularly the humanitarian profile.
- Timely and accurate reporting and monitoring of information needs and gaps.
- Timely write-up of progress and findings of the assessment in collaboration with assessment coordinator for wide dissemination.
- Maintain a master archive of all documents and data collated.
- Update and maintain secondary data review on a regular basis.

Assessment Coordinator:

Name: _____

Position: _____

Signature: _____

Date: _____

SDR Manager:

Name: _____

Position: _____

Signature: _____

Date: _____