

Title of post: Information Analyst

Example Posts

Project manager, project technical staff or project support staff, epidemiologist, statistician, GIS officer

Reporting Line

Assessment Coordinator

Requirements

- Assessment or survey design experience is essential as well as experience in multi-sectoral operations
- High level of familiarity with assessment tools, questionnaire and database design and information management concept and techniques
- Reporting and synthesis skills
- Solid background in statistics, data cleaning, analysis and exploration techniques
- Solid background in data visualization, graph maps and table design
- Emergency programming and operational management skills an asset

Education

Relevant university degree or higher education in information management, epidemiology, statistics or social science, GIS, etc.

Experience

- 5-7 years of proven experience of data analysis in humanitarian contexts, with a minimum of 3 years field experience. Knowledge of statistical analysis required as well as data visualization.
- Experience of assessment design and data management related to large scale agency or sectoral needs assessment in complex environments.
- Experience in designing, conducting and analyzing large surveys in a developing country context.
- Significant experience in assessment at community and household level, with knowledge of different data collection methodologies.
- Knowledge of assessment indicators for monitoring and evaluation in disaster contexts, including SMART, SPHERE, and Cluster/Sector specific indicators.
- Experience of the UN Cluster system.
- Experience of managing, training and supporting staff.
- Excellent knowledge of database software: ACCESS, STATA, SPSS, R, and/or other statistical programmes.
- Proven ability to undertake activities through a participatory, inclusive and consultative process.

Language

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

Skills

- Extensive experience of information management in disaster situations
- Strong analytical skills and ability to handle complex issues and data
- Proven interpersonal and negotiating skills
- Demonstrated ability to effectively work in emergency and/or complex operations within a multi-cultural environment
- Excellent drafting skills
- Ability to work under extreme pressure

Role description and responsibilities

She/he provides assessment design support during the implementation of coordinated assessment processes in post disaster setting. This will include the development, with the Humanitarian Country Team, of an agreed, context-specific approach and methodology and will involve working with IASC Country Team, Cluster/Sector leads, government representatives and other consultants such as statisticians, demographers, GIS experts, epidemiologists, anthropologists, IM specialists and survey experts to develop and agree upon a common methodology and tools.

The information analyst ensures that the data collection instrument and the methodology used are sound and coherent. She/he ensures that data are properly entered and cleaned, analysis is completed on time, and problems are identified and rectified quickly. This involves daily quality check and collaboration with field teams throughout the assessment. She/he also ensures assessments teams on the ground have received the necessary training and resources to complete their work efficiently.

She/he oversees the establishment of assessment-related tools and database and facilitates/performs data analysis and preparation of related information products. She/he ensures that user-friendly data is widely available to inform relevant planning and fundraising tools (Flash Appeal, Consolidated Appeal Process, government planning) and future planned assessments.