



VACANCY- ANNOUNCEMENT

Department: **Programme**
Position: **Data Assistant**
No of Post: **1**
Expected Start Date: **as soon as possible**
Location: **Yangon**
Vacancy Posting Date: **12th April 2024**
Vacancy Closing Date: **26th April 2024**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, Acted now operates in 38 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, 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 undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for 1 person to fill the position of **Data Assistant**:

PROJECT DESCRIPTION AND JOB PURPOSE

MISSION

The REACH team – based in Yangon and Bangkok – is supporting the humanitarian response in Myanmar in 2024 through the implementation of the third Multi-Sector Needs Assessment (MSNA) and other research projects including Humanitarian Situation Monitoring and Third Party Monitoring. Given the challenging context in Myanmar, REACH is continuing to explore new and innovative ways to effectively inform the humanitarian response.

Under the supervision of the IMPACT Data Specialist (International, Bangkok-based), the REACH Data Assistant will be involved in different stages of the research cycles, including methodology design, monitoring data collection, data checking and cleaning, analysis and producing visualization for upcoming assessments including the MSNA.

OBJECTIVES

1. Monitoring ongoing data collection, and conducting daily data checking and cleaning to ensure quality of data;
2. Support with developing scripts for data checking, cleaning and analysis (e.g. in R);



3. Support with the coding of data collection tools in Kobo/ODK;
4. Support on the development of relevant information products (e.g. factsheets, reports, briefs) and data visualizations (e.g. in Excel, Adobe InDesign, PowerBI, Tableau) and maps
5. Support the development of research cycle methodology, developing project ToRs, and designing assessment survey tools (e.g. household surveys, key informant interviews);

DUTIES AND RESPONSIBILITIES

Data collection, checking and cleaning support

- Monitor ongoing data collection and provide timely status updates
- Run R scripts to conduct daily data checking and cleaning to ensure quality of data is in line with the data quality standards
- Support with the daily data cleaning (including translation support)
- Support with developing data checking and cleaning scripts (e.g. in R)

Data Quality Assurance and Data Analysis support

- General maintenance of databases and verification of datasets quality
- Coordinate with the Data Specialist and REACH team on issues pertaining in the dataset/analysis tables
- Develop and validate R scripts to implement technical Data Analysis Plans (DAP) developed, ensuring that these are in line with IMPACT data analysis guidelines for probability samples.

Research and output production support

- Support on the development of research cycle methodology, assessment survey tools (e.g. household surveys, key informant interviews) and DAP
- Support on the coding of Kobo/ODK forms
- Produce data visualizations and dashboards (e.g. in Excel, Adobe InDesign, Tableau) where relevant
- Support on the development of relevant information products (e.g. factsheets, presentations, reports) where relevant

External relations

- Support on data quality verification and follow-ups with partners

Ad Hoc

- Other tasks falling within his/her functions as requested by the Data Specialist / REACH team.

REQUIREMENTS:

- Excellent academic qualifications, preferably including a Bachelor / Master's degree in relevant discipline (e.g. Data Science, GIS, Business Administration, Social Science), or demonstrable skills in this area;
- (Preferred but not required) 6 months of relevant work experience in data analysis or coding ideally for research, assessments, M&E and/or in humanitarian or development organisations;
- Knowledge or experience of programming in R or Python is required.



- Experience with data visualization tools, e.g. Tableau, R Shiny is highly desirable
- Experience in XLS form/Kobo form coding is desirable.
- Applicant must have strong skills in MS Excel and proven knowledge of other Microsoft office products. Experience with Adobe Indesign is an asset.
- Knowledge of ArcGIS or QGIS is an advantage.
- Knowledge or interest in quantitative and qualitative research methods
- Good communication skills. Ability to explain technical ideas to non-technical audience
- Ability and willingness to work autonomously
- Positive work ethic and desire to work in the humanitarian field
- Ability to operate in a cross-cultural environment requiring flexibility
- Proficiency in spoken and written English required, Competency in Burmese or other Myanmar language is advantageous but not required for the position

Submission of application:

Applications shall be in English and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – No.60, Hlaing Myint Mo Lane 2, Hlaing Township, Yangon, Myanmar.

Email : recruitment.myanmar@acted.org

Applications should be title “**Data Assistant - Yangon**” and be submitted no later than **26th April 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.