

Job Description

Position:	Trainee Analyst
Reports to:	Analysis Team Leader
Supervision of:	none
Budget responsibility:	none
Duty Station:	Geneva
Duration and contract type:	temporary, 12 months, 100% - subject to funding
Remuneration:	2,600 CHF (gross)/month
Eligibility:	EU or EFTA nationals only

ACAPS

ACAPS is dedicated to improving analysis of humanitarian needs in complex emergencies and crises. We are independent of specific operational and sectoral agendas or interests, and therefore guarantee objective and evidence-based analysis.

Our Geneva analysis team supports the humanitarian community by providing up-to-date information on more than 100 key crises around the globe. This enables crisis responders to better understand and thereby better address the needs of the affected population, and at the same time strengthening the assessment ecosystem.

Traineeship programme background

The traineeship programme in ACAPS is meant to be a valuable and enriching experience for people interested in a career in the humanitarian sector and who are specifically interested in data analysis, humanitarian planning and in promoting evidence-based decision making. The trainee analyst will develop valuable knowledge in analysis techniques, including secondary data review, joint analysis, and data management. This knowledge and experience is transferable in the future to positions involving programme design, information management, assessment, and analysis in the humanitarian sector.

Purpose of the position

Contribute to ACAPS' timely analysis of humanitarian crises, thus enabling crisis responders to make better informed decisions.

Role and responsibilities

Generic responsibilities

1. Learn and participate in the production of ACAPS analysis and documentation through secondary data review and other analysis methodologies.
2. Support the development of ACAPS knowledge and guidance on better data collection, data preparedness activities, analysis and reporting.

Specific responsibilities

1. Crisis monitoring and analysis

- a. Conduct daily monitoring of information on global political, economic, social, and humanitarian developments in 10-15 crises per week.
- b. Gather and analyse data for a set of indicators that feed in to our Global Crisis Severity Index (GCSI) - a tool that measures the severity of over 100 humanitarian crises.
- c. Participate in the maintenance of the GCSI by updating indicators across multiple Excel spreadsheets.
- d. Contribute to the collection and analysis of baseline and historical event data.
- e. Conduct trend and risk analysis of evolving crises.

- f. Through regular monitoring of crises identify when necessary to produce qualitative analysis reports to draw attention to specific situations.
- g. Participate in data preparedness activities. Monitor and collect key documents to develop a background library on pre-identified vulnerable countries.
- h. In coordination with Head of Programme and Team Leader, solicit input from across ACAPS (Field Hubs, Methodology, Communications) and external actors to assure relevance of analysis.

2. Publication

- a. Work in collaboration with the entire analysis team to ensure timely production and dissemination of monthly GCSI results.
- b. Produce Briefing Notes, upon request, in a limited time ranging from 6 to 24 hours depending on alert.
- c. Support the review process of methodology documents and analysis products.
- d. Support the communications team to disseminate analysis reports by providing summary text and tag lines for use on social media platforms such as Facebook and Twitter, and on occasion, carrying out dissemination activity via social media.

3. Methodology and product refinement

- a. Contribute to the improvement of ACAPS analysis methodology, including refining the GCSI methodology, risk analysis and other approaches to analysis.
- b. Participate in internal evaluation to improve the quality of analysis activity.
- c. Provide input to new analysis product design and development.
- d. Provide support to ACAPS methodology development notably in doing research for developing technical briefs (i.e. data management; risk analysis; gender sensitive analysis, etc).

4. Perform other duties in the organisation as appropriate, including but not limited to:

- a. Using acquired skills, provide support to new Trainee Analysts with briefings, assistance and on the job training.
- b. Participate in, support, or lead specific ad hoc projects, as requested.
- a. Be "on call" to research and draft Briefing Notes outside business hours.

Critical interfaces

- Closely coordinate and collaborate with entire ACAPS analysis team
- Maintain regular contact with ACAPS clients as delegated by Head of Programmes or Team Leader

Professional Competencies

Context related skills, knowledge and experience

- Knowledge of quantitative and qualitative methods and ease with handling large amounts of data including through the use of Excel.
- Written clarity, including ability to analyse complex concepts and synthesize information.
- Ability and confidence to make judgment calls when interpreting ambiguous data.
- Demonstrated understanding of the principles of emergency preparedness, response and early recovery.
- Demonstrated understanding of needs assessments in humanitarian crisis.

Generic professional competencies

- Relevant Master's degree, preferably in humanitarian action, social science, public health, epidemiology or other relevant education.
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail.

- High tolerance of ambiguity and ease with what is often an agile, unstructured working environment.
- Proven cooperation and inter-personal skills, including proven capacity to work very efficiently in a team.
- Demonstrated analytical and problem solving skills, and results oriented approach.
- Demonstrated ability to take initiative, manage own use of time and self-motivate.
- Fluent written and oral communication skills in English; Fluent written and oral communication skills in French or Spanish highly desirable; other languages an asset.
- Excellent working knowledge of Microsoft Office suite particularly Excel.
- Flexible, including willingness to work overtime.

Behavioural Competencies

- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Social perceptiveness
- Active listening
- Adapting and responding to change
- Adhering to principles and values
- Deciding and initiating action