Job Description

Position: Information Analyst (Rapid Analysis Team)
Reports to: Senior Analyst
Supervision of: none
Budget responsibility: none
Duty Station: Geneva
Travel: none
Remuneration: 2,600CHF (gross) / month
Duration & contract type: 12 months, 100% - Traineeship programme
Eligibility: EU or EFTA nationals/candidates with the right to live and work in Switzerland
Starting date: ASAP

About ACAPS
ACAPS is dedicated to helping humanitarians make better decisions. We want to put evidence at the heart of decision-making. To achieve this, we collaborate with a variety of partners across the humanitarian sector and beyond. We strive to be an evolving platform providing:

- Independent analysis to support evidence-based decision making for humanitarian operations.
- Deployment of experts to support assessments and analysis in crisis.
- Innovative approaches to collect more reliable and timely data and conduct rigorous analysis.

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

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

Specific responsibilities

1. Rapid analysis
   a. Conduct monitoring of information on global political, economic, social, and humanitarian developments.
   b. Deliver analysis and Briefing Notes on rapid onset crises upon request, in a limited time ranging from 12 to 24 hours depending on alert.
   c. Under the supervision of the senior analyst, conduct long-term research and deliver original research projects, autonomously or in team.
   d. Through regular monitoring of crises identify when necessary to produce thematic ad hoc reports and analysis (qualitative and/or quantitative).
   e. 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.
2. **Methodology and product refinement**
   a. Contribute to the improvement of ACAPS analysis methodologies. Participate in internal evaluation to improve the quality of analysis activity.
   b. Contribute to the joint reflection of the team regarding the evolution of ACAPS analysis products (product design and development).
   c. Support the review process of methodology documents and analysis products, and provide support to ACAPS methodology development notably in doing research for developing technical briefs.

3. **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 Senior Analyst
- Establish a network of key informants at a field level and conduct regular interviews to integrate and support analysis and research.

**Competencies**

**Professional competencies**
- Knowledge of quantitative and qualitative research and analysis methods (mixed and multi) and ease with handling, large amounts of quantitative data.
- 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.
- Fluent written and oral communication skills in English, in addition to full fluency in at least one other language among Spanish, French, Portuguese and Arabic. Any other non-European language is an asset.

**Generic competencies**
- Relevant Master’s degree, preferably in humanitarian action, social sciences (anthropology, sociology, economics, political science, psychology, geography, etc.), area studies, international relations, public health, epidemiology or other relevant education.
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail.
- Previous working, volunteering or study experience in countries covered by ACAPS products is an asset.
- Ability to work autonomously and proactively.
- 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.
- Excellent working knowledge of Microsoft Office suite particularly Excel. Familiarity with SPSS, STATA, R, SAS or similar software.
- 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

**Performance Management**
The employee will be accountable for the responsibilities and the competencies. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Performance Review Template

**How to apply**
To apply for this position please send your CV and a covering letter to jobs@acaps.org. Please mention “Information Analyst” in the email subject.

The closing date for this position is 30 June 2020.