

Job Description

January 2018

Position:	Trainee Analyst
Reports to:	Analysis team leaders
Supervision of:	none
Budget responsibility:	none
Duty Station:	Geneva
Travel:	possible occasional travel at request of management
Duration and contract type:	temporary, 12 months, 100%- subject to funding
Remuneration:	2,600 CHF (gross) / month
Applicants:	EU or EFTA nationals only

ACAPS Purpose

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 team supports the humanitarian community by providing up-to-date information on more than 40 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 students and graduates who are interested in a career in the humanitarian sector and want to gain work experience in the area. The trainee analyst will develop valuable knowledge in analysis techniques, secondary data review and analysis of humanitarian crises, understanding of the humanitarian sector, and particular contexts of humanitarian crisis. Trainees may also learn about methodologies for humanitarian needs assessment and coordinated approaches to needs assessment through exposure to ACAPS' activities. This knowledge and experience is transferable in the future to positions involving information management, assessment and analysis in the humanitarian sector.

Purpose of the position

Contribute to ACAPS' timely analysis of humanitarian crises globally, thus promoting a shared situational awareness by key humanitarian decision makers.

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 countries per week, contributing to analysis of latest developments to feed into the weekly updating of 5-10 country narratives in the Global Emergency Overview ([GEO](#)) platform.
 - b. Participate in the maintenance and update of a database of relevant developments across 50 crises and vulnerable contexts, identifying new situations requiring analysis.
 - c. Contribute to gathering and analysis of baseline and historical event data, trend-analysis, and scenario development, including data visualisation.

- d. Identify best practices and lessons learned on specific types of crises as well as specific geographical regions. Contribute to expanding the current lessons learned database.
- e. Participate in data preparedness activities. Monitor and collect key documents to develop a background library on pre-identified vulnerable countries.
- f. Provide support to ACAPS Preparedness Disaster Needs Analysis reports upon request.
- g. In coordination with Head of Analysis and Editor, solicit input from across ACAPS (Operations, 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 the weekly GEO.
- b. Produce and update country profiles.
- c. Produce Briefing Notes, upon request, in a limited time ranging from 6 to 24 hours depending on alert.
- d. Support the review process of information documents.
- 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.

3. Methodology and product refinement:

- a. Contribute to the improvement of ACAPS' analysis methodology, including refining the GEO ranking methodology, and developing expertise on event-monitoring analysis and reporting (GDELT, GEO database).
- b. Participate in the further development of the GEO platform and of the GEO mobile applications, ensuring analysis work and the platforms are compatible with one another.
- c. Participate in internal evaluation and learning to improve the quality and scalability of analysis activity.
- d. Provide input to new analysis product design and development.
- e. Provide support to ACAPS methodology development notably in doing research for developing technical briefs (i.e. data management and security in emergencies, data confidentiality and sharing protocols, etc).
- f. Provide support in reviewing selected multi-cluster needs assessment questionnaires and methodologies.

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 by Head of Analysis.
- a. Be "on call" to research and draft Briefing Notes outside business hours, as requested.

Critical interfaces:

- Closely coordinate and collaborate with entire ACAPS analysis team and Head of Methodology, Quality and Innovation.
- Maintain regular contact with ACAPS clients as delegated by Head of Analysis or Editor.

Competencies

Professional Competencies:

Generic professional competencies:

- Relevant Master's degree or equivalent experience, preferably in humanitarian action, social science, public health, epidemiology and other relevant education.
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail.
- Proven cooperation and inter-personal skills, including proven capacity to work 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 desirable; other languages an asset.
- Good working knowledge of Microsoft Office suite (Word, Excel, Power Point, Outlook) and of social media (twitter...).

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Knowledge of quantitative and qualitative methods.
- Written clarity, including ability to analyse complex concepts and synthesize information.
- Understanding of the principles of emergency preparedness, response and early recovery desirable.
- Demonstrated understanding of needs assessments in humanitarian crisis desirable.
- Flexible, including willingness to work overtime.
- Ability to monitor and assess performance of self to make improvements or take corrective action.

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

Performance Management

The trainee will be accountable for the responsibilities and the competencies. Success will be measured by individual and team work and performance. The following documents will be used for performance reviews:

- The Job Description
- The Analyst Traineeship Programme - training process
- The Performance Review Template

The supervisor will be responsible for:

- Providing guidance and support
- Follow up the trainee personal and professional development within ACAPS
- Ensure the respect of the Terms of Reference / job description
- Conducting a mid-term and final appraisal
- Issuing a work certificate or a letter of recommendation.