

Position:	Data Analyst
Location:	Cox's Bazar
Start date:	October 1, 2019
End date:	December 31, 2019
Purpose:	To provide data analysis support to the ACAPS-NPM Analysis Hub
Reporting to:	Analysis Hub Team Leader
Open to:	Any nationality – Bangladeshi and foreign applicants welcome

1. Background/Context

The Analysis Hub is a collaboration between IOM and ACAPS that delivers high quality independent needs analysis to make evidence a more significant part of humanitarian decision-making in Cox's Bazar.

The Analysis Hub is embedded within IOM's Needs and Population Monitoring cell in order to be close to primary data collection and design. The work directly supports the Inter-Sector Coordination Group (ISCG), Sectors and other humanitarian actors as a service provided to all stakeholders. The Analysis Hub will have a strong and collaborative relationship with the Information Management and Analysis Working Group (IMAWG) and is a key member of the Multi Sector Needs Assessment Technical Working Group.

Key activities and deliverables of the Analysis Hub include:

- Produce and share analysis products of interest to multiple sectors and stakeholders, including:
 - General multi-sector overviews and updates
 - Thematic products
- Facilitate joint analysis processes
- Lead scenario building processes
- Be available to provide guidance, support and data to sectors.

The project was established in November 2017 and is currently budgeted until December 2019, with the possibility of an extended mandate in 2020.

2. Purpose of the position

There are a number of concurrent data collection processes on-going in Cox's Bazar, the most comprehensive being, IOM's NPM, WFP VAM unit, REACH's MSNAs and UNCHR's family counting. A Data Analyst is required to support ACAPS' ability to use this data for different products as well as to provide technical input into joint analysis processes.

The Data Analyst will work under the supervision of the Analysis Hub Team Leader, providing data processing and analysis, data visualization and GIS and spatial visualisation support.

3. Activities

Key activities of the position will include:

- Access the key data sets related to multi-sector assessments, understand their content and limitations, ensure they are maintained in a way in which they can be utilized

- Work closely with the Analysis Hub team on the design and production of products with a focus on providing the data processing, data visualization and mapping required.
- Support the ISCG and sectors with specific requests in relation to the extraction of key information from key datasets
- Regularly participate in the ISCG IMAWG, MSNA TWG meetings and other relevant meetings
- Lease with key information managers and data analysts of sector working groups and organizations as required
- Work closely with those involved in GIS / mapping area boundaries (as no traditional admin areas exist) in the Cox's Bazar Rohingya context to ensure all products comply with agreed standards

4. Outputs

- The outputs will mainly be seen in contributions to all the products of the Analysis Hub which, will demonstrate accurate presentation of data, high quality data visualization making the products easy for readers to digest and accurate mapping.
- Well-organized data bases for the key datasets (including NPM rounds, UNHCR Family Counting and others that are relevant) maintained in a way that they are accessible and as user-friendly as possible to IM experts.

5. Experience and competences

The position of Data Analyst requires work experience in related areas of the job description. The working environment can change quickly, requiring swift prioritisation of tasks and activities, working to tight deadlines and demanding an ability to manage multiple tasks. A flexible, cooperative and problem-solving attitude is necessary.

- Relevant university degree or higher education in IT, cartography, information management, epidemiology, statistics or social science, GIS, etc.
- At least three years of work experience in the field of information management and GIS.
- Proven ability and experience interacting with a wide range of data types and format.
- Experience of working with and maintaining Geo Databases
- 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.
- Knowledge of assessment indicators for monitoring and evaluation in disaster contexts
- Experience of the UN Cluster System

Technical Skills:

- Good understanding of the principles of qualitative and quantitative analysis
- Good understanding of the principles of statistical and demographic analysis
- Ability to think analytically
- Ability to work with, organise, analyse and maintain geographical data.
- GPS data collection and data processing skills.
- Advanced skills in the use of the ArcGIS Suite including Desktop, Server and Online.
- Cartographic skills, thorough use of desktop GIS and graphic packages such as Adobe suite, etc.

- Proven high level of expertise in using Microsoft Excel in formatting forms for assessment data entry.
- Good level in statistical analysis and exploratory data analysis techniques.
- Excellent knowledge of database software: ACCESS, SQL and/or other statistical programmes.
- Fluent English (spoken and written)
- Strong skills in data visualization.

Personal competencies:

- Strong problem-solving skills
- Ability to understand and adapt to complex and dynamic situations
- Ability to work under pressure
- Takes initiatives, manages own use of time and is self-motivating
- Proven ability to work in a team
- Flexible and creative

How to apply

Interested candidates should submit before 13 September 2019 their **CV and Cover Letter** via br@acaps.org