CARE International Secretariat

JOB DESCRIPTION

Position title: Global Data Analyst

Supervisor: Ximena Echeverría – Monitoring and Evaluation Coordinator

Direct reports: none

Post: Full time

Location: Flexible, hosted in any country where CARE has a registered office

Travel Requirements: approx. 20% travel

BACKGROUND

CARE International is among the world’s largest international non-governmental humanitarian relief and development organizations. Drawing on its 75 years of experience, through its confederation of 21 CARE member partners, as both a practitioner and thought leader, CARE International’s work reaches more than 100 countries worldwide to save lives, defeat poverty and achieve social justice with a focus on gender equality.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program quality and impact. That coordination and support includes the consolidation of systems and tools to gather data about CARE’s actions across the world, plus generating evidence and learning on how these actions meet quality standards and how they contribute to lasting change in the lives of the poorest or most vulnerable.

In the past decade, CARE has made significant progress in setting up global mechanisms to collect and aggregate programmatic and organisational data, becoming better equipped to describe and demonstrate the reach, the impact and the program quality of all our work across the world and to promote accountability in relation to our organizational commitments. Additionally, in the past 5 years it has also taken important steps developing tools for data visualization, making data more accessible to staff and leadership groups (e.g. Power BI dashboards), as a way to support evidence-based dialogue, reflection and decision-making.

POSITION SUMMARY

The CARE International Secretariat is currently seeking a Global Data Analyst to expand the data collection, analysis and visualization support provided to the CARE Membership, turning various types of programmatic data into information and insight for learning and decision-making.

The Global Data Analyst will be a very dynamic role that relates to multiple teams in the Secretariat and across the CARE Confederation; will access data from existing data collection systems and provide
technical input to these systems where needed (e.g. PIIRS, Humanitarian Update); will continuously learn from and document data needs from different parts of the organization; will be able to establish connection between different data sources and strategic questions; will propose new ways to present and use data as appropriate; will produce data analysis and visualization that meet needs of different users across the organization and, more importantly, are conducive to dialogue, reflection and/or action.

**MAIN RESPONSIBILITIES - specifically, but not limited to:**

- **Data Visualization and Sensemaking**
  - Continuous engagement with global teams to map, understand and prioritize data analysis and visualization needs around programmatic data and organizational impact.
  - Develop dashboards or reports to meet those different data needs, adopting minimum data modelling/formatting/management conventions defined in CARE.
  - Support teams organizing or facilitating sensemaking sessions: organizing reflection sessions to discuss findings from the data analysis, generating ideas on how to further interrogate the data, identifying potential actions derived from the findings.
  - Support maintaining or improving data visualization already used for programmatic data (e.g. PIIRS dashboards, Accountability dashboard, PQ dashboard, HUF dashboard, etc.).
  - Coordinate or collaborate with external stakeholders, consultants, interns or others, to track developments in data analysis that may be relevant to CARE and in the analysis of complex data or complex multi-source visualizations.

- **Data Processing, Analysis and Management**
  - Pull data from different global data systems, based on needs and purpose of data analysis and visualization.
  - Perform data aggregation, restructuring, cleaning, making sure to document data transformations or create data dictionaries when necessary.
  - Apply responsible data management principles and standards to ensure correct collection and processing of sensitive data.
  - Provide technical insight/recommendations to improve existing data collection systems/mechanism, towards greater data analysis and utilization.

- **Data Collection**
  - Support in setting-up and out annual/regular data collection processes led by the Secretariat (e.g. PIIRS digitization in DHIS, Humanitarian Update in Kobo Tool, Member’s performance assessments in Google Forms, etc.), including working on configuration of data collection forms, preparation of guidance or tutorials, transformations of data collection variables, etc.
  - Support in the identification of gaps in global data, that would be key to assess progress against global policies or commitments.
  - Support in designing, setting-up or rolling out new data collection process to meet concrete requirements (e.g. partner survey, one-time surveys for gender policy reporting or safeguarding, etc.)

- **Capacity Strengthening or knowledge sharing for Data Analysis and Visualization**
  - Coach or provide technical support to CARE staff, on how to do data analysis or develop visualization tools (dashboards, reports, etc.).
  - Support updating or expanding content for data analysis and visualization in CARE’s MEAL online training modules.
  - Contribute to the MEAL Community of practice, sharing experience, good practices and failures around data analysis and visualization inside or outside of CARE.
• Other responsibilities
  - Support the updating of data in global communication tools or channels led by the Secretariat (e.g. CARE International website) or external reporting requirements.
  - Explore, identify, recommend data analysis and visualization tools or applications for CARE, beyond the ones currently used.
  - Participate in global conversations related to data management, project or country level MIS, etc.
  - Other duties as assigned.

TEAM:

The position will report to the Monitoring and Evaluation Coordinator in the Programs team of the CARE International Secretariat.

DIRECT REPORTS:

The Global Data Analyst may supervise consultants, volunteers or interns, contributing to data analysis and visualization of programmatic data.

KEY WORKING RELATIONSHIPS:

The position will collaborate extensively with the following roles:

Within the Secretariat:

- Program Director
- Head of Knowledge Management
- Head of Gender Equality and Inclusion
- Humanitarian Team, particularly Monitoring and Evaluation Coordinator and Emergency Operations and Information Coordinator
- Confederation Development & Governance Team, particularly the Director of Confederation Development & Governance and the Head of Governance and CI Policy
- Communications Team

Across CARE:

- Technical Advisor, Impact Measurement and Analysis – CARE USA
- The MEAL group and MEAL Community of Practice: MEAL specialists from different CARE Members, regional teams or country offices.

External:

- Consultants or vendors that support existing data collection systems or data sharing or visualization tools in CARE.
QUALIFICATIONS:

Education:
- Bachelor’s degree in social sciences, data science, statistics, international development, information technology or other relevant field of study.
- [Desirable] Further studies or training on Monitoring and Evaluation, Data Analysis, MIS tools or applications, etc.

Work Experience:
- 3-5 years’ experience in data management, analysis, and visualization: understanding programmatic data needs and leading or accompanying data collection, analysis, and visualization processes, particularly in Non-profits or Civil Society Organizations.
- Demonstrated experience to build, manage and query data bases from multiple sources: validating, cleaning, aggregating, transforming variables, building data dictionaries, analysing data (descriptive and predictive), etc.
- Demonstrated experience creating data visualizations in different formats and storytelling: producing narrative reports, presentations, visualization dashboards or other, plus ability to identify key patterns or trends that respond to strategic organizational questions, tell a story, or provide insight for discussion and reflection.
- Demonstrated experience using Microsoft Excel and Power Bi for data analysis and visualization.
- Strong written, verbal and digital communication skills: ability to effectively communicate with stakeholders, ask critical questions, communicate findings and recommendations.
- Experience training/facilitating others on how to analyse and use data and/or developing training materials.
- Experience with DHIS2 and Kobo Toolbox.
- [Desirable] Knowledge of different software or applications for data analysis (descriptive or predictive), visualization or management.

Languages:
- Proficiency to communicate and work in English.
- Ability to work in at least one other of CARE’s business languages: Arabic, French, Spanish

SKILLS, EXPERIENCE AND ATTRIBUTES:
- Critical thinking and curiosity: Ability to connect organizational commitments with data, ability to interrogate data and extract trends, findings and recommendations.
- Collaboration, proactivity and listening skills: ability to work, communicate and interact with diverse teams and building collaborative and effective working relationships.
- Problem solving: Ability to identify needs, challenges, analyse options, evaluate results, and solve problems using the most effective solutions.
- Self-management and direction: autonomy, time management and prioritization skills, ability to adapt to changing priorities and meet deadlines.
- Exceptional attention to detail, combined with strategic / big-picture thinking; consistent commitment to accuracy and quality, high conscientiousness, ability to identify and implement specific tactics and procedures to feed a larger purpose
- Ability to communicate complex information clearly
- Analytical and prioritisation skills – ability to take a large amount of information and make sense of it, see patterns and identify what the information is telling us
- Commitment to advance CARE’s gender equality and inclusion and safeguarding commitments, guided by core values, principles of ethics and conduct.

We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants’ current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the Inter Agency Misconduct Disclosure Scheme and will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.

HOW TO APPLY

Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to cirecruitment@careinternational.org by February 20th, 2022. Only short-listed candidates will be contacted.


CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.