

Job Description



Job Title:	Data Specialist		
Cluster:	Impact & Accountability		
Salary:	\$50 000 - \$52 000	Contract Type:	12 month Fixed Term (Subject to renewal based on funding)
Location:	Global South with preference for Africa, remote work		
Reports to:	Impact & Accountability Cluster Lead		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The Data Specialist role forms part of the Impact and Accountability cluster that is responsible to ensure that the data that is generated from various programmes, research and advocacy work is integrated into the processes to promote evidence-based decision-making, to increase organisational impact and to ensure that we are accountable to all our stakeholders in terms of what actions have been taken. The Data Specialist will also closely collaborate with other clusters at CIVICUS and with external stakeholders to provide data related expertise, to prove or disprove data related hypothesis and to capture and disseminate learnings across multiple programmes.</p>		
Areas of Responsibilities	Key Activities		
Data analysis and management	<ul style="list-style-type: none"> ● Leverage CIVICUS data to help drive implementation of the Strategic Plan ● Understand and map the data landscape at CIVICUS and the wider alliance (e.g. what is and is not available) ● Select the best tools to interrogate the data, and through manipulation and analysis, recognise the trends and patterns seen to deliver insight that helps CIVICUS answer its critical learning questions to better understand its value add, effectiveness and impact ● Develop online tools, methodologies and other learning materials around data ● Test methodologies, tools and other training materials with the local users by establishing feedback mechanisms to continuously improve learning content 		
Management of Data Programs	<ul style="list-style-type: none"> ● Proactively seek additional funding to resource CIVICUS data programme ● Project manage data programmes as and when they arise ● Build and retain global network of facilitators continually contributing to improving the quality of the data programme, CIVICUS staff capacity, and CIVICUS network strength ● Adhere to grant requirements and support donor reporting ● Manage and mentor junior staff and consultants ● Track project budgets ● Follow internal organizational policies when procuring products, goods and services 		

Job Description



Cross-cluster & project knowledge generation and learning	<ul style="list-style-type: none"> • Work with teams to systematically integrate programme data into the organisation for cross-cluster/project knowledge generation and learning • Map key datasets across the organisation and points of integration between different systems and processes (e.g. membership data, M&E data, IATI financial data etc.) • Improve integration of current data collection systems and (automated) processes to avoid duplicate data request • Use creative ways to capture and share data across teams and the wider alliance to facilitate organisational learning around information and communications technologies for development (ICT4D)
Innovative data collection and dissemination	<ul style="list-style-type: none"> • Introduce innovative ways of data collection and dissemination for impact and accountability purposes • Use innovative data collection and analysis methods to integrate programme and outcome data into the organisation • Champion the use of CIVICUS' online M&E system, DevResults, and support teams to strategize around the best use of DevResults in their respective areas
Project-specific support on data analytics	<ul style="list-style-type: none"> • Provide project specific advice and expertise as required on certain data-related pilot projects • Ensure project related data processes align with organisational requirements (e.g. DevResults, IATI) • In collaboration with the Capacity Development cluster, ensure the data itself and related learnings around data processes are documented and shared across the organisation • Contribute to CIVICUS knowledge and learnings across the various data-related projects and work with colleagues to cross-fertilise ideas and pilots • Champion mainstreaming of new ways of working regarding data systems and processes in pilot projects
Other	<ul style="list-style-type: none"> • The role holder will from time to time be required to carry out any other duties that are within the scope of the job. • All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • A Degree or Diploma in Data Analytics and Science, Statistics, IT or equivalent • Excellent verbal and written communication in English
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • A minimum 5-7 years' professional experience within the relevant functional area, at least 2-3 years' experience of data management, analysis, manipulation • Excellent verbal and written communication skills in English • Excellent IT skills, including experience with MS Office and Human Resource Information Systems

Job Description



	<ul style="list-style-type: none">• Commitment to CIVICUS' vision, mission, values and ways of working• Familiar with civil society, development and human rights issues; understanding the challenges faced by marginalised citizens and organisations - especially those in the Global South - particularly around data availability, literacy, connectivity, quality etc.• Familiar with online data analysis tools• Ability to identify trends in data and ICT4D and turn them into actionable items• Demonstrated track record of diverse data stream coordination and analysis• High degree of familiarity with qualitative and quantitative data methods• Thorough understanding of ICT4D and CRM systems (database applications), M&E systems, and programming languages (such as SQL, Oracle and Python)• High degree of self-awareness and the ability to work effectively with multiple teams, across various time zones, many of which are virtual• Proactive and creative in identifying opportunities for innovative improvements in CIVICUS' current data related systems and processes• Ability to communicate and meaningfully engage with diverse stakeholders, including those not too familiar with data science and analysis Fluency in English
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Fluency in other UN languages is advantageous• Familiarity with DevResults is advantageous

Job Description

