



## CALL FOR APPLICATIONS FOR THE POSITION OF DATA OFFICER

### **Introduction:**

Human Rights Awareness and Promotion Forum (HRAPF) is an independent, nonpartisan, registered non-governmental organisation. HRAPF focuses on ensuring that human rights of all persons including marginalised persons and key populations are respected and protected.

HRAPF currently seeks to recruit a qualified and dedicated Data Officer to join our team. The individual will be responsible for timely monitoring, data collection, and analysis of project performance metrics, ensuring that project performance and data quality assessments are conducted.

### **Responsibilities:**

#### *Monitoring*

- Develop, revise and update result frameworks, log frames, or theory of change for HRAPF projects.
- Develop M&E plans and standard reporting templates for the organisations' planned activities for all projects
- Develop and update monitoring plans for HRAPF projects
- Develop data collection tools and ensure their utilization by programme staff to collect projects monitoring data
- Collect and analyses data on a monthly basis to measure achievement against project target and develop project M&E project status reports with dashboards including recommendations to project staff and management.
- Conduct validation exercises on project implementation and all monitoring data collected by programme staff and give feedback to ensure data quality
- Conduct field monitoring visits for projects for quality control and compliance to HRAPF standards
- Maintain proper filing and keep safe custody of all project activity documents.

- Monitor data processes and work with the overall project team to maintain data integrity and reconcile data discrepancies.
- Prepare timely donor reports for projects being monitored
- Periodically maintain databases for HRAPF beneficiaries.

### *Evaluation*

- Conduct periodic surveys.
- Develop and maintain a centralized M&E database for all projects and beneficiaries under the different project activities conducted.
- Document success stories, lessons learned and best practices on the impact of HRAPF projects and ensure that they are disseminated to the different stakeholders with full consent of the beneficiaries.
- Conduct client satisfaction surveys to gather feedback on HRAPF services.
- Support data audits and verification exercises to ensure quality information

### *Knowledge Sharing and Learning Processes*

- Provide content and contributes to lessons learned exercises
- Support the capacity building of data, field, and assessment staff in terms of data processes and software's
- Organize relevant trainings for team members on topics related to data handling and management.

### *Internal Coordination*

- Coordinate project inception and closure meetings
- Actively participate in regular team meetings
- Serve as a liaison between different departments, providing guidance on data-related challenges or requirements, and aligning data strategies across the organisation
- Keep management informed about the health of the organisation's data, including data quality, system integration, and governance performance metrics.

### **Qualifications, Skills and Experience:**

- Degree in Economics, Development Economics, Quantitative Economics or Statistics;
- A Post Graduate Diploma in Project Management or Monitoring and Evaluation is an asset;
- At least three years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- Excellent understanding of quantitative and qualitative research and analysis required;

- Demonstrated team management skills;
- Previous experience in monitoring and evaluating charitable projects targeting key populations
- Excellent communication and drafting skills for effective reporting and reviewing;
- Ability to operate in a cross-cultural environment requiring flexibility and work independently;
- Ability to operate Microsoft Word, Excel required;
- Ability to operate Adobe Suite preferred;
- Skills in SPSS, Kobocollect or related statistical software are considered an asset;

### **HRAPF commitment to Diversity, Equity and Inclusion:**

HRAPF is an equal opportunity employer and celebrates diversity. We are committed to building an inclusive environment for all employees. We foster an inclusive culture where all voices are heard and valued. We know that the more inclusive we are, the better our work will be. All employees share in the responsibility for fulfilling HRAPF's commitment to equal employment opportunity and equal treatment. HRAPF does not discriminate against any employee on the basis of sex, sexual orientation, race, colour, ethnic background, tribe, birth, creed or religion or social or economic standing, political opinion, disability.

### **Safeguarding**

Children and vulnerable adults must be safeguarded to the maximum extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that HRAPF shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

### **Data protection**

The Data Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with data protection policy and they will actively take measures to prevent the unauthorized sharing of any information and data belonging to HRAPF and its partners, or collected during their assignment.

### **How to apply:**

Applicants should submit their applications addressed to the Director, Human Resources to [info@hrapf.org](mailto:info@hrapf.org) not later than 21<sup>st</sup> November 2024. Applications should include a cover letter expressing interest in the job and why they are the best candidate for the position, current CV and copies of academic documents.