

## OPPORTUNITY TO WORK AT THE PAL NETWORK

### Program Officer - Data Management and Analysis

- JOB TITLE:** Program Officer
- LOCATION:** Nairobi, Kenya or Remote.
- DURATION:** Full-time consultancy position until December 2024, with a possible 2-year contract to be issued upon satisfactory performance.
- START DATE:** As soon as possible in June/July 2024.
- DEADLINE:** Applications are reviewed on a rolling basis, so early submissions are encouraged.

### Position Summary

The Program Officer- Data Management and Analysis will serve as the technical lead responsible for overseeing the collection, management, analysis, and reporting of data across PAL Network's multi-country educational assessment and action projects. This role is pivotal in ensuring that data processes are robust, efficient, well documented, and easy-to-understand. The officer will be highly proficient in the use of statistical software (State, R, or Python) and database systems (PgAdmin, SSMS). The officer will lead network-wide data analysis of large-scale, multi-country datasets, laying the foundations for high quality research reports, policy and practice briefs, conference presentations and other materials. The officer will translate raw data into actionable insights, supporting the member countries and the Secretariat to make evidence-based decisions that continually improve data collection, monitoring, analysis, documentation, and reporting. The role involves a high degree of collaboration with PAL Network's member country teams and global assessment experts, requiring a sophisticated understanding of data integrity, privacy, and analytical methodologies. The officer will employ advanced statistical techniques, data visualisation, and effective data communication strategies to ensure that research findings are easy-to-understand, directly supporting PAL Network's mission to generate evidence through assessments and actions to understand and improve children's foundational learning.

### Key Responsibilities

#### DATA ANALYSIS, MANAGEMENT, AND REPORTING (60%)

- Serve as the technical lead in data management and analysis, using statistical software (Stata, R, or Python) and database systems (PgAdmin, SSMS).
- Ensure all data processes are robust, efficient, well documented, and easy-to-understand.
- Conduct rigorous data cleaning and quality checks to remove inaccuracies and ensure the reliability of the database.
- Develop and implement comprehensive data management guidelines on the storage and use of data across the network.
- Conduct analysis of large-scale, multi-country datasets, interpret the data, and support the production of high-quality research reports and other documents.
- Design and produce insightful data visualisations to communicate findings in a simple and easy-to-understand manner for multiple audiences at national and global levels.
- Ensure research reports are clear, accurate, and scientifically valid, and support the development of conference presentations and other materials.

## Job Description

### Program Officer- Data Management and Analysis

#### RESEARCH SUPPORT, COMPLIANCE AND DATA PROTECTION (25%)

- Collaborate with member countries and the Secretariat team on all research projects - understanding project needs, contributing to research design, and advising on all aspects of data collection, management, and reporting.
- Provide expert advice to member countries and the Secretariat team on data management and analysis techniques across all research projects.
- Ensure adherence to international data protection and management regulations and internal data policies, especially in the handling and transferring of sensitive data.
- Develop and maintain protocols for data security, privacy, and ethical handling in line with global best practices.

#### OTHER (15%)

- Attend and fully participate in network and staff meetings and retreats as required.
- Support writing of bimonthly and annual reports and use these as the basis for monthly and annual engagements with the supervisor.
- Perform such other duties as may be required from time to time.

## Qualifications

- **Education:** Advanced degree in Data Science, Statistics, Computer Science, or a related field.
- **Experience:** Minimum 3+ years in data management and analysis. Relevant experience managing large-scale, multi-country research projects is highly desirable.
- **Skills:** Advanced proficiency in statistical analysis and data management software, strong skills in data visualisation and reporting, and a deep understanding of research methodologies.
- **Certifications:** Relevant certifications in data analysis, statistical software, or quality management systems are preferred.

## Languages

- Proficiency in English (both spoken and written) is required.
- Additional fluency in French, Spanish, and/or Portuguese is highly desirable but not necessary.

## How to Apply

Candidates can send their CV and a cover letter outlining their suitability for the position to [jobs@palnetwork.org](mailto:jobs@palnetwork.org) and copy [musman@palnetwork.org](mailto:musman@palnetwork.org). Please include " Program Officer - Data Management and Analysis " in the subject line of your email. Any queries related to this position can be directed to Usman at [musman@palnetwork.org](mailto:musman@palnetwork.org).