OPPORTUNITY TO WORK AT THE PAL NETWORK
Program Officer – Data Quality and Documentation

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 Quality and Documentation will lead efforts to maintain the highest data quality standards across PAL Network's educational assessment and action projects. This role ensures data adheres to PAL Network's quality standards and develops protocols for quality control. The officer collaborates closely with the Program Officer – Data Management and Analysis and the Assessment Manager to ensure project documentation is accurate and up to date. By auditing data collection and monitoring processes, the officer ensures our methods meet international standards and suit the diverse contexts of Global South countries. This role involves significant collaboration with member country teams and advocates for best practices in data documentation and quality management, directly supporting PAL Network's mission to generate evidence through assessments and actions to understand and improve children's foundational learning.

Key Responsibilities

DOCUMENTATION AND QUALITY CONTROL (50%)

- Develop and refine quality control protocols, leveraging industry standards such as ISO or Six Sigma where applicable.
- Develop, maintain, and update documentation protocols and standards for data and assessment processes.
- Ensure all technical documents are compliant with international best practice and internal quality standards.
- Conduct regular data audits, review compliance with quality standards, and implement corrective measures.

TRAINING, CAPACITY BUILDING, AND DATA PROTECTION (35%)

- Train and support PAL Network's member country teams and Secretariat staff to continually improve data quality and ensure compliance with quality standards.
- Foster a network-wide culture of continuous improvement and high-quality data collection, monitoring, and management practices.
- Monitor and ensure compliance with data protection policies and relevant international regulations.
- Propose enhancements to data protection policies, focusing on the needs of global South country contexts.

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, or a related field.
- **Experience:** Minimum 3+ years in data management and documentation, with experience in educational or research settings.
- **Skills:** Outstanding written English, advanced proficiency in data management, strong attention to detail, ability to develop and implement quality protocols, ability to write technical documents that are well structured, coherent, and easy-to-understand.
- **Certifications:** Certification in quality management systems (e.g., ISO, Six Sigma) is highly desirable.

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 and copy musman@palnetwork.org. Please include " Program Officer - Documentation & Quality Control" in the subject line of your email. Any queries related to this position can be directed to Usman at musman@palnetwork.org.