



ROLES AND RESPONSIBILITIES

DATA ANALYST

IHRC mission

The mission of the IHRC is to seek the coordinated, effective and efficient planning and implementation of priorities, plans and projects in support of Haiti's recovery and development in the wake of the 12 January 2010 earthquake.

Main responsibilities

The Data Analyst reports to the Director of Strategy and Planning. She or he is responsible for the management and generation of data, information and analyses to assess Haiti's recovery progress, refine the master plan and sectoral plans, and improve the quality of projects.

Specific duties

In particular, the Data Analyst will:

- Manage the design, specifications and use of an aid information database that catalogues sector and master plan milestones, outcomes and targets.
- Measure progress and impact against these milestones, outcomes and targets and track the disbursement of donor pledges.
- Ensure that the database meets the requirements of the IHRC and is aligned with IHRC operational processes.
- Oversee the development of training and the codification of training knowledge in an operations manual.
- Design and conduct analysis of on the ground activities to:
 - Understand the reasons for the failure or success of projects and programs.
 - Generate insights and provide substantive input into the master and sectoral plans being refined by the Strategy Directorate.

- Establish and maintain procedures and processes to ensure appropriate data collection (e.g. through appropriate incentives to key stakeholders), data entry, data management, data output and data analysis.
- Work with the relevant ministries to transfer the necessary skills and knowledge and enhance the government's capacity.
- Manage a cross function team comprised of IT experts and consultants, research staff, statistical analysts and sectoral analysts who are able to measure impact and draw out insights from large amounts of data.

Traits and characteristics

The Data Analyst will be a critical thinker with excellent analytical skills. She or he will also have demonstrated IT and management skills as well as leadership ability. Finally, she or he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

Qualifications requirements

- Experience in designing and managing a complex information database, preferably in an aid related context.
- Experience in leading data-driven research and statistical analyses, particularly in generating insights from large amounts of complex data.
- Experience in project management in developing countries.
- At least 3-5 years of relevant professional experience in government, business, non-profit operational or related areas.
- Language: Fluency (written and oral) in both French and English; Creole is preferred.

Education

Diploma in business, economics, government, international studies, information technology or related areas.

Compensation

Appropriate compensation will be offered.

Term, location and travel

The successful candidate should be willing to commit to an 3 months period, which may be extended for a further 18 months in the event that the IHRC's mandate is extended.

The Data Analyst is expected to live in Haiti and is likely to travel within and outside of Haiti.

Please send a cover letter and a resume in French or in English to: resumes@cirh.ht