

JOB DESCRIPTION – SENIOR PROGRAM OFFICER, DATA AND EVIDENCE

Details

Job Title:	Senior Program Officer – Data & Evidence
Unit:	Research & Evidence
Salary Grade:	6
Location:	Nairobi
Reports To:	Manager, Research & Evidence
Supervises:	Program Officers, Assistant Program Officers, Program Assistants, Consultants, Interns and other staff as assigned by the Supervisor.

Overall Responsibility

You will ensure that all survey design, data collection, data quality assurance and analysis is carried out according to highest standards to protect Usawa Agenda's reputation for rigour and impartiality. You will create powerful narratives that bring out the data content, using high quality writing and clear, attractive infographics. You will think critically and provide advice on quantitative and qualitative research designs, methods and analyses throughout the organization.

With guidance from the Manager, Research & Evidence, or a Senior Officer designated by the Executive Director, you will:

- Support the development and implementation of the overall plans, budgets and reports for the Research and Evidence Unit, and efficient conduct of planned research & evidence activities, in accordance with set policies and standards.
- Support the development of positive and effective relationships with policy actors at multiple levels through sharing of accurate, timely and well-curated evidence in the interest of promoting Usawa Agenda's work and strategic objectives.

Specific Responsibilities

1. Become well-acquainted with all matters related to research and evidence at Usawa Agenda, including policies, standards, workflows, systems, authorisation levels, filing, tracking, management, and legal issues in order to provide expert advice to all the other staff within the organisation;
2. Serve as the 'Chief Data Officer' for Usawa Agenda, with ultimate responsibility for all aspects of data quality, custody, underlying analysis and publications. Advise on strategic decisions about sampling, survey management, data collection standards and procedure, and recruitment of analysts for this purpose;
3. Undertake regular reviews of Usawa Agenda data management infrastructure, and the robust data management system to enhance its robustness;
4. Undertake regular reviews of existing data security, sharing and access protocols for alignment with current legislation, and formulate relevant quality assurance (QA) and quality control (QC) protocols;
5. Regularly evaluate the performance of the database management system and institute measures to enhance its effectiveness. Formulate/review the database maintenance and archiving manuals to ensure sustainability of the data management system;

6. Review the assessment datasets of all the surveys and experiments for publishing in the website for external use ensuring they are user friendly with reference to the Data Protection Act;
7. Undertake analysis and writing, produce key Usawa Agenda products, including policy briefs, analyses, input to data visualization, advice to Usawa partners and oversee consultants to whom work may be outsourced;
8. Provide technical backstopping and quality control, have final Quality Check responsibility for all Data and Evidence products, many of which are of a sensitive nature. Ensure high quality and methodological soundness to safeguard organisational integrity and reputation;
9. Ensure data standards and processes are documented for use as a reference and training guide for the organisation;
10. Support the Research and Evidence unit to timely prepare and submit unit's quarterly and annual reports as well as project reports for management meetings as required;
11. Support all units and staff in generation of infographics and presentations to communicate quick insights and findings from the data and evidence to stakeholders, to influence policy, practice and investment decision-making processes;
12. Support and Supervise Program Officers, Assistant Program Officers, Program Assistants, Consultants, Interns, and any other staff as assigned to successfully execute their tasks;
13. Support the expansion of Usawa Agenda linkages with relevant policy actors at the sub-national, national and international levels through establishing contacts and building relationships with multi-level networks;
14. Proactively identify local and international evidence engagement spaces and coordinate engagement in these spaces through dissemination of Usawa Agenda survey findings in form of policy briefs and organised formal and informal meetings; and
15. Ensure emerging needs and priorities as identified by stakeholders continuously feed into Usawa research designs, processes and activities.

General Responsibilities

1. Successfully implement the above responsibilities and assigned activities in work plans and budgets, consistent with Usawa Agenda policies;
2. Contribute effectively to planning, monitoring, reporting and information dissemination of Usawa Agenda's work;
3. Collaborate with Usawa Agenda staff across units in a spirit of mutual respect and cooperation to get things done;
4. Communicate your work through active use of internal platforms (SalesForce), electronic calendar (Gcal) and being accessible on electronic chat (Skype) as per Usawa requirements;
5. Participate actively in organisation-wide learning and other joint activities;
6. Comply with and foster adherence to the established Usawa Agenda values, policies, regulations, guidelines and procedures; and
7. Undertake any other lawful tasks as may be assigned by your supervisor and/or Executive Director.

Core Qualifications & Competencies

1. A Master's degree in Statistics, Mathematics, Economics, or related areas.

2. At least five (5) years of relevant work experience in research and data analysis in a development or academic context with a key role in data analysis. Experience in managing education and donor funded research projects from design to final reporting is a strong plus;
3. Demonstrated knowledge and experience in using data collection software such as CSPro, Kobo-Collect, etc.;
4. Demonstrated knowledge and experience in using data analysis software such as SPSS, STATA, etc.;
5. Excellent interpersonal skills and ability to work collaboratively in a diverse team environment;
6. Excellent organisational skills, and ability to deliver on short notice where necessary and with minimum supervision;
7. Strong understanding and commitment to Usawa Agenda vision, mission, and values. A keen understanding of Kenya's socio-political and economic dynamics is an added advantage;
8. Curiosity and passion to learn, innovate, push the envelope, and take calculated risks to get things done; and
9. Genuine and deep commitment to social justice and respect for diversity.

Instructions for Application

To apply, please submit the following in MS Word or PDF formats to info@usawaagenda.org; and copy to ed@usawaagenda.org

- Cover letter, explaining your interests/motivations to work for Usawa Agenda;
 - Current CV;
 - Two samples of previous work in report writing;
 - Names and contact details of 3 referees.
- **Deadline for applications: 5:00 PM EAT, Thursday 19th June 2024.**
 - **Female candidates are highly encouraged to apply.**
 - **ONLY shortlisted candidates will be contacted.**
 - **If you don't hear from us by COB on 28th June 2024, consider your application unsuccessful.**