

JOB VACANCY
DATA ANALYST (M/W)
Based in KALAR
Job Reference Number: ACF/KRI/KA/FSL/005

Action Contre la Faim –ACF International is a global humanitarian organisation committed to ending world hunger and recognized as a leader in the fight against malnutrition. Founded in 1979, ACF delivers programmes, in over 40 countries while committed to respect humanitarian principles as a non-governmental, non-political, non-religious and, non-profit organisation. Our mission is to save lives through the prevention, detection, and treatment of malnutrition, especially during and after emergency situations and conflict. ACF intervenes in four main areas: Nutrition, Mental Health & Care Practices; Water, Sanitation & Hygiene; Food Security and Livelihoods; Advocacy and Raising Awareness. **ACF is looking for a DATA ANALYST.**

Work place: Based in KALAR + on exceptional request, in geographical area(s) covered by ACF in KRI

Type of contract: Fixed-Term Contract of 9 months, from the 14 July 2016 until the 31 March 2017 (*with the possibility of extension*)

Working Hours: Full time contract of minimum 40 hours a week up to a maximum of 48 hours a week (*8 hours a day for 5 days a week and on Saturdays when needed and/or requested*)

Monthly Gross Salary: From 1,910,698 IQD to 2,008,733 depending on experience

Benefits: Monthly Transport Allowance + End of Year Bonus + Monthly Medical Allowance (*when probation period passed and confirmed on the position*)

Main Assignment:

To guarantee the comprehensive processing of project data from processing (*entry*) through to analysis, and to formulate any recommendations and notifications required to improve the process

Main activities:

Assignment / Objective 1: Data entry for FSL

Responsibilities and Tasks:

- *Check the quality of data to be entered and report any problems encountered;*
- *Evaluate the time required to process data and feedback on progress in processing;*
- *Enter data into the specialised software using consistent formatting;*
- *Check data entered;*
- *Detect missing or redundant data and propose possible improvements;*
- *Assist the Programme Manager with database quality control and inform them of any technical problems.*

Assignment / Objective 2: Data archiving

Responsibilities and Tasks:

- *File questionnaires and IT data in an organised fashion that is accessible to all (clear file names, well organised files etc.);*
- *Code data;*
- *Perform weekly back-up of data entered on a disk or CD Rom.*

Assignment / Objective 3: Analyse data

Responsibilities and Tasks:

- *Sort and cross-check data;*
- *Create tables of statistics;*
- *Draft reports of results based on data entered;*
- *Analyse strengths and weaknesses observed in the collection of data.*

Assignment / Objective 4: Formulate recommendations and notifications on the data processing process

Responsibilities and Tasks

- *Organise meetings with deputies to raise any flaws in the field data collection process;*
- *Advise and support deputies to determine ways to improve the quality of data collection;*
- *Inform line manager as early as possible should flaws be observed in the data collection process;*
- *Provide clarification to line manager on incoherence observed during the analysis of data.*

Recruitment criteria:

Qualification/level of study:	IT technician level university qualification A first professional experience in IT preferred, ideally in an identical position
Skills required:	Command of IT software packages (<i>MS office</i>): required Ability to learn to use new software : Sphinx Attention to detail - Diligence - Rigour - Autonomy - Organisation and Flexibility - Analytical and summarizing skills - Ability to make recommendations and propose solutions Fluent in English.

HOW TO APPLY: **Closing Date: 30/06/2016**

Qualified candidates must submit a **Presentation Letter and a Resume including 2 professional references in Kurdish or English + a Copy of any certification of relevant and a copy of national ID or Kurdish Residency Card** to: recruitment-su@iq.missions-acf.org, please indicated the job reference number **ACF/KRI/KA/FSL/005**, in the e-mail subject line.

You can also find the Job Vacancy on FORAS' website and apply directly through FORAS' website at: <http://jobs.foras-iq.ta3mal.com/>

Applicants can also submit their application to the reception of ACF Office in Kalar, Dreamland, villa 24 , **in a sealed envelope specifying the job offer title and reference number (the Office is closed on Fridays and Saturday).**

Due to the volume of applications we receive, we will only contact short-listed candidates for further screening. For more information please visit our website: <http://www.actioncontrelafaim.org/en>