Programme Policy Officer (Data And Innovation), SC10

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Company: Fuzu

Location: Nairobi

Category: life-physical-and-social-science

Job Summary

Contract Type:

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JOB PURPOSE

Under the guidance of the PBF Project Manager, the Data and Innovations Specialist will work closely with the Recipient UN Organizations (RUNO), collaborating partners at the national and county levels, the Northeast Advisory Group and relevant coordination mechanisms to identify collaborative pathways for the collection, organization, interpretation, and summarizing data. They will also provide technical advice to ensure quality and impact of data and innovation projects in North-Eastern Kenya as well as provide advanced on-demand data analytics and data visualizations to support contextual analyses and decision-making, and to enable data-driven project planning, implementation, monitoring, and communication of results. The Data Innovation Specialist will work closely with the Knowledge Management and Communications Officer (KMCO) to explore ways in which data from the project can be utilized to inform advocacy and decision making.

STANDARD MINIMUM QUALIFICATIONS

Education:

Five (5) years post graduate (master's degree or equivalent) in Data Science, Information Management, Research, or related field, OR A first-level university degree (bachelor's degree) in combination with an additional seven (7) years of qualifying experience will be given due consideration in lieu of the advanced university degree.

Experience:

Experience in handling both qualitative and quantitative data (e.g., collecting, cleaning, visualizing, interpreting)

Data analysis & visualization with MS Excel and MS PowerPoint

Data analytics and visualization with Business Intelligence Tools like Tableau or MS Power BI

Geospatial data analytics (e.g., modelling, mapping with GIS software like QGIS, ArcGIS)

Language:

Fluency (level C) in English language and the duty station's language, if different.

STANDARD MINIMUM QUALIFICATIONS (cont.)

Knowledge & Skills

Computer programming/coding skills (e.g., Python)

Data management techniques (e.g., SQL)

Futures approaches (e.g., foresight, scenario building, forecasting)

Open-Source Intelligence tools & techniques (e.g., social media monitoring, data fusion)

Basic graphic design (e.g., Adobe Products, InkScape)

Basic Web Design (e.g., WordPress)

Capacity and willingness to quickly learn key concepts of new digital tools (e.g., forecasting political violence using machine learning) and evaluate their usefulness in practical context of development and peacebuilding.

Responsibilities

KEY ACCOUNTABILITIES (not all-inclusive)

Technical advice to ensure quality and impact of data and innovation projects in North-Eastern Kenya

Technical support and quality control for the development of a new digital data platform that provides a one-stop portal to consolidate key information about all ongoing activities (state and non-state actors) related to the Humanitarian-Development-Peace nexus in target

counties in North-Eastern Kenya.

Work with RUNO on Capacity building and technical support to enable the effective use of digital platforms and data analytics by national and county government partners to improve coordination of development and peacebuilding activities in North-Eastern Kenya.

Build county level data dashboards to enable county governments to understand who is doing what, and to enhance data informed decision making.

Provide technical support for testing the usefulness of advanced predictive analytics tools to forecast political violence with focus on translating and facilitating communication between international academic project partners and government stakeholders.

Design and implementation of MoUs between county governments and civil society in target counties to facilitate improved data sharing and better coordination of development and peacebuilding activities.

KEY ACCOUNTABILITIES (cont.)

Establish and maintain platforms of information exchange between national and county level actors including the Office of the Deputy President, the North East Advisory Group, County level actors amongst others

Technical support for social media monitoring and digital peacebuilding.

Ensure that project implementation strategies consider societal risks and opportunities associated with digital innovations.

Establish and oversee relevant Standard Operating Procedures (SOPs) for data and innovation workstreams to ensure the effectiveness and sustainability.

Support policy advisory services that contribute to inclusive use of digital innovations

KEY ACCOUNTABILITIES (cont.)

Provide advanced on-demand data analytics and data visualizations to support contextual analyses and decision-making, and to enable data-driven project planning, implementation, monitoring, and communication of results.

Support the conceptualization, development, technical implementation, and maintenance of digital data platforms for information sharing amongst project stakeholders in North-Eastern

Kenya.

Develop and maintain a structured collection of relevant data to support knowledge management and information sharing amongst project stakeholders.

Working closely with the KMCO, produce tailored data analysis and data visualizations, including geospatial analysis, to support project activities and provide background for decision-making and planning (using, e.g., MS Excel, MS PowerPoint, Tableau, Power BI, QGIS).

Technical advice in development, implementation, and use of digital peacebuilding tools (e.g., social media).

Conduct contextual analyses and situational monitoring based on synthesis and interpretation of qualitative and quantitative data (e.g., as input for talking points and decision-support).

Ensure the effective use of data in project implementation, across the data lifecycle, and support ensuring effective monitoring, evaluation and learning on project impact.

KEY ACCOUNTABILITIES (cont.)

Conduct a survey to gain a comprehensive understanding of the data and innovation landscape and stakeholder linkages in Northeastern Kenya highlighting a detailed plan and entry points in line with project priorities.

Identify data needs of a diverse set of project stakeholders, including national and county governments, civil society, private sector, and international donors.

Establish/strengthen inclusive data/information collection, sharing and management systems at county and national levels, with a focus on leave no one behind (LNOB) groups, to collect, analyze and manage the county specific disaggregated data.

Provide sound contributions to knowledge networks, communities of practice, and digital knowledge platforms.

Translate results obtained from digital innovations, data analytics and futures approaches to actionable options for early response activities, including through the use and localization of foresight and forecasting methods in target counties in NE Kenya.

Technical support for capacity building workshops on data and innovation in target counties in North-Eastern Kenya.

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