Third-Party Monitoring Data Analyst, MozMEL

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Company: Tetra Tech

Location: Maputo

Category: other-general

Project Summary:

The Mozambique Monitoring, Evaluation and Learning (MozMEL) Activity is a five-year initiative to support the Mission in monitoring, evaluation, learning, training, and logistical support. The MozMEL Activity has been asked to conduct an intervention in Cabo Delgado that will include monitoring, verifying, and evaluating Bureau for Humanitarian Assistance (BHA)-funded activities in Mozambique.

Please note: Only Mozambican citizens are eligible for this position

Position Summary:

The Third-Party Monitoring (TPM) Data Analyst will report to a Senior TPM Manager and support the implementation of the project TPM work. The TPM Data Analyst will provide regular support and guidance in the areas of data management, review, and reporting. In this role, the Analyst will conduct independent review of quantitative and qualitative data collected by the project and will be expected to develop timely and concise systematic reports in English from this examination. The Analyst will also have a strong role in quality assurance, including by reviewing analysis conducted by other members of the team and third-party contractors. This is a full-time position based in Maputo with travel to Cabo Delgado.

Responsibilities:

Develop and execute data evaluation plans for discrete tasks over the course of the project, as well as train other staff members to execute said plans.

Contribute to the development of quantitative and qualitative data collection instruments in consultation with other partners and stakeholders involved in development and

humanitarian programming, including the research company responsible for data collection.

Use familiarity with quantitative software, such as Excel, SPSS, STATA or R, to process large amounts of raw data and organize the preparation of data set codebooks for use by support researchers.

Develop coding frameworks for the study of qualitative data and use these frameworks to understand qualitative data collected by the project.

Recognize, extract, and interpret data trends from large and complex data sets and express those trends in visual graphics and clear, concise prose.

Provide quality oversight and assurance of data collected by third parties to ensure the completeness, accuracy, robustness, and timely production of all data reports.

Help the team identify gaps in data collection approaches.

Manage the timely development of the TPM reports.

Assist in the presentation of findings, conclusions, and recommendations to program stakeholders as requested.

Qualifications:

Bachelor's degree, preferably in a field such international affairs, economics, sociology, social science, or statistics, is required.

Minimum three years of relevant professional experience is required.

Minimum two years of experience in developing data analysis plans is required.

Experience designing quantitative surveys and/or qualitative interview guides is required.

Experience conducting research in developing countries, including countries affected by conflict is preferred.

excellent interpersonal skills and must be comfortable working in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels.

Strong analytical skills with the ability to collect, organize, analyze, and disseminate large

amounts of information with attention to detail and accuracy is required.

Proficiency and experience using Microsoft Excel is required.

Proficiency and experience with one or more mobile data collection platforms is required.

Fluency in Portuguese and English is required.

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Additional Information

Organization: 216 MSI

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