



JOB ADVERTISEMENT – Data & Information Assistant

Organization	<p>COOPI – Cooperazione Internazionale is a relief and development organization founded in Italy in 1965. COOPI’s envisions a world without poverty where diverse cultures live together sharing equal rights and equal opportunities. COOPI mission is to reduce poverty in the global South through interventions of long-term sustainable international cooperation and with advocacy activities in Italy, to fight the cause of the serious economic gap between the North and South.</p> <p>COOPI’s regional coordination office in Nairobi supports programming in Kenya, Uganda and Somalia. Within the region, COOPI programming responds to humanitarian emergencies providing assistance to vulnerable populations in need to save lives, ease suffering, promote dignity and self reliance through sustainable livelihood. Such assistance is provided in such a manner as to minimize any harm that might be inadvertently done through such assistance. Assistance is focused on sustainably building the beneficiaries’ livelihood support mechanisms, systems and assets.</p>
Position	Data & Information Assistant
Reporting To	Overall to Regional Programs Coordinator and Directly to Data and Information Officer
Duration	6 Months with possibilities of extension
Location	Somalia with Field work in Somalia
Job objective and summary	<p>The incumbent reports to the Data and Information Manager and will support data collection, entry, analysis, verification and management in their respective regions. The incumbent will ensure assigned tasks are carried out to the highest standards, and in line with COOPI’s strategies, policies and core values.</p>
Key Tasks	<ul style="list-style-type: none"> ▪ Assist in Design databases for data entry, and supervise data clerks ▪ Assist Data and Information Manager in collation of data, analysis, verification of collected data and reporting ▪ Track project surveys and monitoring activities ▪ Provide training for programs staff on internal data & information management platforms (including M&E and IT), methodology and tools for capacity development ▪ Supervise Data/Documents Verification ▪ Identify weaknesses in data, including quality and provide suggestions for improvement. ▪ Analyze reports of data duplicates or other errors to provide ongoing appropriate inter-departmental communication and monthly or daily data reports ▪ Develop and maintain integrated information management systems (database & data systems) to support projects including records (guidelines, data files, reports & presentations) and document management systems, scanning and archiving of program documents; ▪ In collaboration with Data and Information Manager, develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality. ▪ Acquire and abstract primary or secondary data from existing internal or external data sources. In collaboration with Data and Information Manager perform basic statistical analysis, Analyze, synthesize and help interpret data and develop recommendations based on findings. ▪ Preparation of routine and ad hoc reports accordingly. Develop graphs, reports, and presentations of project results; ▪ Media production and desktop publishing including creation of quality maps, design and production of products such as posters, pamphlets and cover pages

Qualifications & requirements	<ul style="list-style-type: none"> ▪ A first level university degree in statistics, mathematics, economics, computer science or related field is required. ▪ Designing of relational databases in MS Access and VBA ▪ Strong computer skills and ability to use standard computing, data entry and analysis packages (SPSS, word, excel, outlook, power point, internet etc); ▪ Knowledge in GIS is an added advantage ▪ Developed planning, organizational and research / analytical skills; ▪ Strong team working and interpersonal skills; ▪ Experience working in fast paced humanitarian programming ▪ Be able to communicate effectively in English Language.
Start date	June 2018
Application	<p>Interested candidates who meet the required qualifications and experience are invited to submit their applications through email to: hr.nairobi@coopi.org to COOPI's HR & Admin Manager, with subject line as "Data & Information Assistant" by 20th May, 2018.</p> <p>The application should be a cover letter and CV as one document and indicate the title of the position on the subject line this will ensure we capture your application in the right way.</p> <p>Applications should include contact details of three professional referees. One referee must be the applicant's Immediate supervisor.</p> <p style="text-align: center;">COOPI is an Equal Opportunity Employer</p> <p style="text-align: center;"><u>Qualified female candidates are strongly encouraged to apply</u></p> <p style="text-align: center;">Only short listed candidates will be contacted.</p>