JOIN OUR TEAM
Terms of Reference (TORs)

Job Title: Data Analyst
Employer: The Centre for Sustainable Peace and Democratic Development (SeeD)
Duty station: B. Khmelnytskoho Str, 17/52, office E05, Kyiv, 01030, Ukraine
Duration: April – June 2020 (Subject to extension after 3 months trial period)
Contract Status: Full-time
Monthly Rates: 1,600 – 2,000 EUR
Reports to: Data Team Coordinator and Ukraine Programme Lead

General Summary

Data Analyst will join SeeD's Ukraine team in Kyiv and will support implementation of the organisations research projects that include Social Cohesion and Reconciliation Index (SCORE) in partnership different international peace and development agencies including but not limited to USAID, UNDP, UNICEF and the EU. Main responsibilities will primarily include statistical analysis of Ukraine datasets, as well as research design and data interpretation (e.g. literature reviews, questionnaire design, content analysis) and contribution production of analytical products as per stakeholder needs (e.g. policy briefs, presentations, infographics). The Data Analyst will also take an active role in the design and implementation of new research and project opportunities as they present themselves and as distributed by his/her supervisors. The Data Analyst will receive training on SeeD's analysis processes and toolkits, however should have strong familiarity with most if not all of the common statistical analysis toolkits and software.

Duties and Responsibilities:

- Support the Research Team (i.e. researchers, SCORE specialists, other data analysts) in research design in accordance with research objectives;
- Conduct descriptive and predictive data analysis in accordance with a Plan of Analysis to be defined in coordination with the Research Team, the Data Team Coordinator and the Senior Data Scientist;
- Perform the standard data analysis of incoming datasets, including scale construction, factor analysis, regression analysis, cluster analysis and path analysis (e.g. structural education modelling) in a timely and organised fashion;
- Produce detailed, descriptive and well-documented reports of the data analysis process (including presentations, syntax files, etc.) to be shared with the Data Team, the Data Team Coordinator and the Senior Data Scientist;
- Hold weekly meetings with the Data Team Coordinator and the Senior Data Scientist to discuss progress of data analysis cycle and the development of new methodologies;
- Explain data analysis findings to the Research Team, and create high quality visualizations of results that can be used in presentations to policy makers and the public;
- Upon completion of each dataset's analysis, prepare data uploads to relevant online platforms in coordination with the Research Team;

Knowledge and Experience:

Essential qualifications:

- Masters degree in a discipline that includes extensive training in quantitative methods (e.g. psychology, sociology, economics, education, statistics).
- Minimum 3 years experience in use of quantitative methods. Experience gained while pursuing academic qualifications can also be considered as contributing to meeting this criterion.
- Strong knowledge of at least one of the data analysis and statistic software programs (e.g. SPSS, STATA, R, Python etc.)
- Good knowledge of common software programs (e.g. Excel, PowerPoint, Adobe Acrobat etc.)

- Demonstrable experience in communicating and visualising statistical analyses in accessible and high-quality visuals;
- Good writing and communication skills in Ukrainian and English (IELTS 6.5 or equivalent).
- Strong organization and prioritization skills.
- Strong sense of responsibility, professionalism and thoroughness.

Desirable Knowledge, Experience and Skills
- Good knowledge of design software (e.g. Corel Draw, In-Design, Photoshop);
- Good knowledge of R and/or Python;
- Good sense of humour and enthusiasm for SeeD's work;
- No specific thematic expertise is required for this position. However, experience in issues related to peacebuilding, governance, social and economic development, intergroup relations, conflict resolution or violence prevention is considered an advantage;
- Knowledge of additional data analysis methodologies, beyond those mentioned above, is considered an advantage if deemed relevant to the work of SeeD.

How to apply:
The applications should be sent to recruitment@seedsofpeace.eu by Sunday, 12th April 2020 17:00 (Ukraine time/GMT+2) in ENGLISH. The application package should include:
- Full CV;
- 2 reference letters **and** referee contact details;
- Motivation letter (1 page that describes the candidate's motivation and suitability for the position);
- Incomplete application packages will not be considered.

Evaluation process:
1. Administrative check & Evaluation of application package
2. Written competency test
3. First interview for short-listed candidates
4. Second interview for short-listed candidates (if needed)