CHS Verification Data Officer/Manager

Job description

Reports to: *Verification lead*
Direct reports: *none*
Location: *London*
Time commitment: *80 – 100% - **Until June 2023 initially, with possibility of extension based on donor funding***
Salary scale: *starting for an Officer at GBP28'250 and for a Manager at GBP39'150 (position grade Officer or Manager and corresponding salary will be based on relevant experience, skills and qualifications)*

Background and job purpose:
The [Core Humanitarian Standard on Quality and Accountability (CHS)](#) sets out the essential elements for principled humanitarian aid. The number of organisations that are improving their work by measuring themselves against the commitments in the CHS, using one of the options of the [CHS Verification Scheme](#), is increasing. The CHS Alliance is therefore looking for someone to join the verification team to help unpack the potential within the verification data and increase its use, both for the organisations verified against the CHS and for the CHS Alliance collectively.

Highlights of the Role
The Verification Data Officer/Manager foster improvements in the overall quality and use of CHS Verification data by overseeing the methodology and tools for collecting, managing and analyzing data from all three verification options (including from the two external verification options, in partnership with HQAI[1], and from the CHS Self-Assessment). In particular, the Verification Data Officer/Manager develops and improves the data visualization tools that support the organisations' reporting on their verification results, as well as the CHS Alliance's reporting on the collective results of all CHS verified organisations.

Core Responsibilities

1. **Verification data quality assurance**
   - Review, evaluate and improve the existing tools and methodology for collecting, managing, and analysing CHS Verification data, especially through the CHS Self-Assessment.
   - Develop internal guidance on using verification data (and train relevant colleagues on it).
   - Ensure external communications, research, and advocacy projects of the CHS Alliance and the Humanitarian Accountability Report, are supported by accurate data and facilitated by appropriate data visualisation tools.

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[1] The Humanitarian Quality Assurance Initiative, managing the independent Verification and the certification option in the CHS Verification Scheme (https://www.hqai.org/en/)

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  - Contribute through the data quality lens to the development of community perception data guidance for M&E [2] as part of the Collective Accountability project.

2. **Verification data analysis, use and reporting**
   - Maintain and improve the tools for analysing data from CHS Self-Assessment, using feedback from user organisations.
   - Develop teaching material (tutorials) to facilitate the members' understanding and use of their CHS Verification dashboards.
   - Set up tools and methodology for regular (biannual) collective analysis of verification results.
   - Liaise with other departments internally to understand their needs related to the CHS Verification analysis and make sure they have the tools at their disposal to use CHS Verification data adequately, to the extent possible and as agreed with supervisors.
   - Support the efforts of the Programme Team colleagues on developing and piloting the IASC Results Tracker at global level and in selected field locations.
   - Respond, within the limits of capacity, to the ad hoc requests for data analysis from colleagues, members, partners, and donors.

3. **CHS Verification online Portal development**
   - Contribute to the development of the Verification online portal by leading on the technical aspects of data visualization.
   - Ensure linkages with existing internal data systems and tools (including database and website) as well as close integration with the IASC Results Tracker Dashboard.
   - Manage the maintenance of the data visualization tools on the portal overtime.
   - Support the smooth migration of CHS Verification Data to the Verification portal.

Perform other tasks as agreed with your line manager that contribute to the mission and aims of the CHS Alliance.

Key Contacts:
External: Verification focal points in CHS Verified organisations and relevant colleagues from other organisations (including OCHA, UNICEF, IFRC) working on the IASC Results tracker.

Internal: Colleagues from the Verification team, Programmes team (especially colleagues working on collective assessment and the IASC Results Tracker), Communication and Membership team (especially the Digital Data Manager), and Support Services (especially the Director and IT focal point), as well as the Executive Director.

Person Specification

Competencies

- **Delivering Results: Dynamic and able to bring opportunities together to deliver results.**
- **Inclusive: Demonstrating understanding of gender, diversity and inclusion.**

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[2] This activity relates to both the organization-level verification and the development of the IASC Results Tracker in which the CHS Alliance has taken a prominent role. The guidance will include minimum requirements for disaggregation (i.e. Sex, Age, (Dis)ability), sampling, and modalities for data collection. CHS Alliance will apply the same guidance to CHS Self-Assessment Verification so that CHS Verification Data can directly inform the IASC Results Tracker.

- **Creative thinking:** Curious about alternative or unconventional ideas/solutions.
- **Communicating:** Ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing.
- **Cultural Sensitivity:** Adaptable and sensitive to work in different cultural contexts.
- **Time Management:** Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines.
- **Living CHS Alliance values:** committing to work as a team, act with integrity, aim for excellence, respect, and care for each other and think creatively.

	Essential	Desirable
Qualifications:	• University level degree in statistics, social science or data science, or related field, or experience deemed equivalent.	• Master's level degree
Experience and Knowledge:	• A minimum of 3 years' work experience in a similar position. • Excellent information management skills, including statistical analysis, data collection, management and visualisation (e.g. Tableau, PowerBi). • Experience applying statistics to real-world data analysis and research • Experience in creating data visualisation for communications purposes	• Some knowledge of the aid sector, especially in monitoring, evaluation and learning. • Some experience working in the not-for-profit sector.
Skills and Competencies:	• Strong IT skills, in particular with Excel and databases, and business intelligence and analytics tools (Salesforce and Tableau in particular, PowerBI a plus) • Pays attention to detail, solves problems independently, and is persistent in accurately performing tasks • Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines • Good communication skills, ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing. • Team player, working as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals. • Excellent analytical and writing skills: ability to draft clear and concise briefs, reports and syntheses.	• Training experience
Languages	• Excellent English, both oral and written.	• Spoken French a strong asset
Behaviour	• Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the [CHS Alliance Code of Conduct.](#) • Ability to maintain confidentiality • Interacts professionally with clients and associates at all times. • Flexible work attitude: ability to follow direction and effectively learn and work in an interagency environment.	