



CHS Verification Data Manager

Job description

Reports to: *Verification lead*

Direct reports: *none*

Location: *London*

Duration: *As soon as possible and until June 2023 initially, with possibility of extension based on donor funding*

Salary: *starting from £39'105/year (at 100%)*

Time commitment: *80 – 100%*

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 Manager foster improvements in the overall quality and use of CHS Verification data by overseeing the methodology and tools for collecting, managing and analysing data from all three verification options (particularly the Self-Assessment but also the two external verification options). In particular, the Verification Data 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.

In addition, the Alliance is, on behalf of the Inter Agency Standing Committee (IASC), leading on developing an Accountability to Affected People (AAP) Results Tracker, based around the 9 CHS Commitments. The AAP Results Tracker aims to bring together a range of data to provide an overview of AAP at the response level, to support Humanitarian Coordinators to plan, monitor and advocate to strengthen the quality and accountability of the response. The Results Tracker draws on data held by global data sources including but not limited to IASC/OCHA, UNHCR, Ground Truth Solutions, REACH to create a Power BI dashboard for each Humanitarian Response.

Core Responsibilities

- **Verification online Portal**
 - 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.
- **IASC AAP Results tracker**
 - Liaise with global data sources, including but not limited to IASC/OCHA, UNHCR, Ground Truth Solution and REACH, to update the Results Tracker focusing on five priority countries for field testing the Results Tracker in 2022 and provide recommendations for improvements
 - Review, evaluate, and improve the existing tools and methodology for collecting and managing data for the results tracker
 - Support the evaluation and analysis of these specific datasets through robust statistical analysis and tools.
 - Provide recommendations on the development and revision of data standards for the results tracker.
- **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 verification option.
 - Set up tools for regular (biannual) collective analysis of verification results.
 - 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.

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, GTS, Reach) working on the IASC Results tracker.

Internal: Verification lead, AAP Manager, Director of Programs, Director of Support Services, Data Manager, Director of communications and membership.

Person Specification

Core competencies

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

- **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:	<ul style="list-style-type: none"> • University level degree in statistics, social science or data science, or related field. 	<ul style="list-style-type: none"> • Master's level degree
Experience and Knowledge:	<ul style="list-style-type: none"> • Experience in information management, including statistical analysis, data collection, management, and visualisation (e.g., Tableau, PowerBi). • Experience applying statistics to real-world data analysis and research • Demonstrated experience in creating accessible data visualisation tools 	<ul style="list-style-type: none"> • Experience of the aid sector, especially in monitoring, evaluation, and learning. • Experience using Salesforce • Previous relevant experience with OCHA/ IASC Information and Data Management Processes • A minimum of 3 years' work experience in a similar position.
Skills and Competencies:	<ul style="list-style-type: none"> • 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 • Excellent analytical and writing skills: ability to draft clear and concise briefs, reports and recommendations. • Understands the value of high-quality humanitarian data for accuracy, consistency and comparability • 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. • Familiarity with an online, remote working environment (e.g. Office 365, MS Teams, Zoom) 	<ul style="list-style-type: none"> • Training experience
Languages	<ul style="list-style-type: none"> • Excellent English, both oral and written. 	<ul style="list-style-type: none"> • Other language (including French, Arabic, or Spanish) a strong asset
Behaviour	<ul style="list-style-type: none"> • 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 • Always interacts professionally with clients and associates. • Flexible work attitude: ability to follow direction and effectively learn and work in an interagency environment. • Uphold the CHS Alliance values , vision and mission 	

