

Title:	Election Data Analyst, FEFAO
Duty Station	Kabul- Afghanistan
Duration	One year with three months probationary
Salary	Based on Organization Salary Skills
Closing Date	31-May-2019

FEFA Background:

FEFA is amongst the largest and leading election observation organizations and an impartial institution that works through partnership and citizen participation to foster good governance and professional programs to enhance accountability in democratic processes, established in 2004. FEFA is strongly committed to promote the implementation of domestic laws comprehensively, enhances transparency in the electoral processes, works to strengthen the electoral mechanisms, monitors parliamentary activities, encourages the participation of women and youth in political-social and cultural processes, focuses on implementation of democratic reforms in the country, conducts academic research and publishes investigative reports based on its observational findings.

Reporting to: Senior Research Analyst

Election Data Analyst as a key member of FEFA's research and reporting team will strengthen the program efforts for doing professional research and report analysis. He/she is expected to, jointly or independently, undertake tasks related to research proposal development, data collection, quality control, storage and analysis and drafting research reports. The Analyst contributes to making sure quality and accuracy of qualitative and quantitative data. He/she is anticipated to help the unit communicate with other teams within the program and organization. Election Data Analyst directly reports to Senior Research Analyst.

The Election Data Analyst's responsibilities will include, but not limited to:

- Work with Senior Research Analyst (SRA) to identify project goals, key questions, variables and indicators for the intended research proposals.
- Assist SRA to develop research proposals as per priorities defined by the management.

- Work with SRA to make research schedules to monitor activities/work progress of the research unit.
- Conduct Literature Review for the planned research projects.
- Develop research and data instruments such as guidelines, checklists and questionnaire.
- Study and choose data appropriate collection method for specific research projects.
- Contribute to collecting, entering and organizing various sets of data.
- Design, develop and maintain a proper data entry system for the collected data.
- Communicate with other program teams to ensure that data is properly handled and updated in the relevant database.
- Operate necessary statistical software programs used for research data management.
- Clean, analyze and interpret quantitative and qualitative data.
- Contribute to developing work plan for the research unit in cooperation/coordination with SRA.
- In cooperation with SRA, develop capacity-building plans, preparing research training materials and managing training sessions for FEFA staff as well as for partner organizations.
- Contribute to drafting and finalizing research reports in English.
- Supervise data entry, cleaning and management with the help of team members.
- Ensure quality and accuracy of data collection and analysis.
- Assist SRA with research project management components.
- Prepare and submit periodic work progress reports to the team leader/program manager.
- Maintain positive attitude towards learning at least one of the database management systems such as Ms. Access and/or CS Pro; and undertake any other responsibility as directed by management.

Qualifications:

1. Bachelor's Degree from one of the recognized universities in social sciences, law and economics; or equivalent experience
2. Excellent computer skills, proficient in using data analyzing software and database administration
3. Proficient in both English and Dari typing
4. Knowledge of office and library filing systems
5. Excellent interpersonal skills, goal oriented, polite and highly honest person
6. Excellent administrative skills
7. Excellent communication and people skills, team player and works well under pressure
8. Excellent organizational and analytical skills

9. Capacity to respond effectively and efficiently in a high demanding situation

Experience:

- Minimum three years of experience in research and data analysis
- Experience in data management

Languages:

- Fluency in English and national languages, as well as reading and writing

Submission Guideline:

Only the candidates meeting the above requirements can apply for this vacancy by sending their resumes to Jobs@feffa.org.af NO later than **31-May-2019**

Note: While applying for this vacancy, kindly please mention (**Election Data Analyst**) in the subject line of your email.