

Call for Expressions of Interest: Data Analyst Assistant

The Applied Research Unit (ARU) of the United Nations Office for Project Services (UNOPS) undertakes applied social science research and project impact monitoring for UN agencies and other actors in the humanitarian community, the private sector and local government authorities. The type of research activities undertaken includes baseline surveys, evaluations, key informant interviews, and impact and monitoring studies.

For the data collection process, we employ data collectors who apply questionnaires using hand-held computers known as a PDA (Personal Digital Assistant) and a software program called EmergencyInfo developed by DevInfo.

In anticipation of expanding project loads, we are looking for a data analyst assistant to join the ARU. The analyst will be involved with responsibilities that span the preparation of data collection tools, assisting in the gathering of field data through to its analysis and integration into final reports.

Essential and desirable criteria:

- Professional diploma or certificate related to computer programming and/or data analysis.
- Computer literate, thorough knowledge of MS office (particularly Excel) and database technology.
- Ability to learn new computer software applications and utilize them effectively.
- Experience using PDA in field setting or DevInfo software is desirable.
- Competence in quantitative analysis methods – particularly descriptive statistics.
- Experience preparing and organizing data reports (i.e. preparation of tables, graphs, charts, etc.).
- Flexibility in undertaking other types of assignment, reliable and able to work under pressure.
- Fluent in English, fluent in Tamil (fluency in Sinhala also highly desirable).
- Capable of working in multi-national/cultural environment.
- Experience conducting research or administering questionnaires.

For further information or to apply, please send your CV and cover letter to UNOPS-LKOC at vacancyLKOC@unops.org. There is no closing date for applications, candidates will be considered on a rolling basis - the position is desired to be filled ASAP.

QUALIFIED FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY.