



Terms of Reference (TORs)

Job Title:	Data Analyst
Employer:	The Centre for Sustainable Peace and Democratic Development (SeeD)
Duty Station:	On-site in Nicosia, 1075 (Cyprus)
Duration:	March – May 2023 (Subject to 12-month extension after 3-month trial period)
Contract Status:	Full-time (Consultancy or Employee)
Starting Salary:	1,300 EUR – 1,800 EUR (Gross)

General Summary

SeeD is looking for a Data Analyst to complement our team of researchers and analysts working on social, political and psychological phenomena in post-conflict countries such as Ethiopia, Moldova, Ukraine, Cote d'Ivoire, and Niger. The work we do involves handling and analysing quantitative datasets which measure civic behaviour, intergroup tensions, violence, psychometrics and other personal and contextual factors, in an effort to understand what drives conflicts, and what drives harmony and peace in societies around the world. Data Analysts at SeeD plan and run these analyses and then contextualise and interpret the results to shed light on social dynamics of the country in question. Our work then informs the policies and actions of international agencies like the UN, the EU, and other governmental and non-governmental actors, seeking to respond to crises and peacebuilding challenges across the world. Our team is based in Nicosia, Kyiv, and Abidjan.

This position will be Nicosia-based, although non-Nicosia applicants may apply and may be considered. We use techniques like linear regression models, structural equation models, cluster analyses, agent-based simulations. Prior experience in this field is not always necessary – but prior work showcasing candidates' aptitude for quantitative analysis is necessary. We encourage candidates to send us samples of your past work (writing, analysis, graphs, results, etc).

The Data Analyst will work closely with the Head of Research and the Analytics Team Lead to support the research design and explain data analysis findings to our researchers, often by creating high quality visualisations of results. As part of the Analytics Team, they will conduct descriptive and predictive data analysis in accordance with a Plan of Analysis, perform the standard data analysis of incoming datasets and produce detailed reports of the data analysis process to be shared with the rest of the Analytics Team, the Team Lead, and the Head of Research.

Duties and Responsibilities

- Participate in a training process to become fully integrated into the data analysis methodologies that the SeeD analytics team uses.
- Support the Research Team (i.e. researchers, SCORE specialists, other data analysts) in research design and data analysis in accordance with research objectives;
- Support the Research Team in conducting desk research, literature reviews and stakeholder interviews to inform quantitative indicator design and questionnaire design;
- Conduct descriptive and predictive data analysis in accordance with a Plan of Analysis to be defined in coordination with the Research Team, the Social Cohesion Expert & Head of Quantitative Analysis;
- Perform the standard data analysis of incoming datasets, including scale construction, factor analysis, regression analysis, cluster analysis and path analysis 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 Analytics Team and Head of Research;
- Hold regular meetings with the Analytics Team Lead 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 visualisations of results that can be used in presentations to policy makers and the public;
- Upon completion of each dataset's analysis, upload data to relevant online platforms;
- Support the Research Team in producing policy reports and briefs;
- Training new team members as needed.

Knowledge, Experience and Skills

Essential Skills:

- Some experience or training in any quantitative analysis background - experience gained while pursuing academic qualifications can also be considered as contributing to meeting this criterion. Sharing examples of past work in any quantitative analysis/research, data visualisation, data analysis, or programming will greatly increase eligibility.
- Good knowledge of two data analysis and statistical analysis suites (R, SPSS, or Python).
- Mastery of Excel, PowerPoint, and other basic MS Office suite programs.
- Good writing and communication skills in English.
- Good data visualisation and presentation skills, alongside the ability to interpret data and reach relevant conclusions.
- Strong sense of responsibility, professionalism and thoroughness, attention to detail, organisation, and algorithmic thinking.
- Interest in social issues, political processes, peacebuilding, social psychology, political sciences etc.
- Ability and eagerness to learn any relevant skills quickly and independently.
- Self-direction, self-learning, initiative, openness to new ways of working.

Desirable Skills:

- Knowledge of general-purpose programming languages, e.g., Python.
- Knowledge of any of the following languages: Amharic, French, Russian, Turkish, Ukrainian.
- Ability to conduct desk research to support quantitative analyses.
- Capable of writing coherent and engaging reports based on quantitative results.
- Ability to present research findings to a wider audience, successfully influencing and engaging stakeholders.

How to Apply

Please send a CV, cover letter, and samples of your work (including written work, example analyses and/or visualisations) to info@seedsofpeace.eu with subject title "Data Analyst Application" by the 1st March 2023, 00:00 GMT+2.

Shortlisted candidates will be asked to complete an assessment and interview.

We welcome diversity and encourage candidates of all backgrounds to apply. SeeD does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, national origin, race and ethnicity, religious beliefs, criminal record or veteran status.

More information about SeeD can be found at: www.seedsofpeace.eu

More information about SCORE can be found at: app.scoreforpeace.org