JOIN OUR TEAM
Terms of Reference (TORs)

Job Title: Junior Data Analyst
Employer: The Centre for Sustainable Peace and Democratic Development (SeeD)
Duty station: Michalakopoulou Str, 14, office 101, Nicosia, 1075
Duration: May – July 2021 (Subject to 12-month extension after the 3-month trial period)
Contract Status: Full-time

General Summary

SeeD is looking for a Data Analyst to complement our team of researchers and analysts in social, political and psychological phenomena in post-conflict countries like South Sudan, Bosnia and Herzegovina, Afghanistan, Liberia and Cyprus. 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 Cyprus, Kyiv, Abidjan and the UK.

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 Social Cohesion Expert & Head of Quantitative Analysis and Data Team to support the research design and explain data analysis findings to the Research Team, create high quality visualizations of results. As part of the Data Team he/she 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 Data Team, Social Cohesion Expert & Head of Quantitative Analysis.

Duties and responsibilities

- Participate in a training process to become fully integrated into the data analysis methodologies that the SeeD data team used.
- 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 Data Team, Social Cohesion Expert & Head of Quantitative Analysis;

- Hold regular meetings with the Social Cohesion Expert & Head of Quantitative Analysis 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 visualizations 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 visualization, data analysis, or programming will greatly increase eligibility.
- Good writing and communication skills in English;
- Mastery of Excel, PowerPoint, and other basic MS office suite programs
- Good Data visualisation and Data presentation skills
- Strong sense of responsibility, professionalism and thoroughness. Attention to detail, organisation, 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. Examples of previous instances of successfully self-teaching and self-managing to complete a task will increase eligibility.

Desirable skills:
- Good knowledge of data analysis and statistical analysis suites (e.g. **R**, **SPSS**, STATA, etc.);
- Knowledge of general-purpose programming languages, especially **Python**, will greatly increase eligibility.
- Knowledge of any of the following languages is an advantage: Turkish, French, Farsi/Dari, Pashto, Serbo-Croatian/Bosnian, Russian, Ukrainian, etc.
- Feel free to highlight any other skills or abilities you have which you think are relevant additions to a team of quantitative peacebuilders, researchers and analysts

Terms of Engagement:
Monthly fees depend on qualifications, expertise, years of experience and duty station.

How to apply:
Please send the following documents to recruitment@seedsofpeace.eu by 18th April 2021, Sunday at 18:00pm (GMT+2, Cyprus time).
- **Full CV;**
- **A short covering letter of maximum 750 words that highlights how the candidate fits the essential and desirable qualifications;**
- **Any samples of work (written or visual) which demonstrates how the candidate has successfully used any of the desirable skills (listed above) in the past and might enhance the candidate's application.**

Evaluation procedure :
- Applications will be reviewed on a rolling basis meaning that candidates who apply earlier will be considered first;

- Only shortlisted candidates will be contacted to continue with the next steps of the evaluation process, which includes an interview, and a possible competency test to assess relevant skills.

More information on SeeD can be found at: http://www.seedsofpeace.eu/
More information on SCORE can be found at: http://www.scoreforpeace.org/