



acted



Administration & HR
HR-N2
Version 01/2022

JOB DESCRIPTION

Position	Senior Data Officer	Publication Date	23/04/2026
Reference of the offer	Full time	Ending Date	13/05/2026
Location	Juba	Starting Date	ASAP
Duration	6 Months	Extension	Subject to performance & funding
Number of vacancy	1	Type of contract	FIXED-TERM

About acted

Since 1993, as an international non-governmental organization, acted has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: acted’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and Acted) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH’s purpose is to promote and facilitate the development of information products that enhance the humanitarian community’s decision making and planning capacity for emergency, reconstruction, and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessment facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

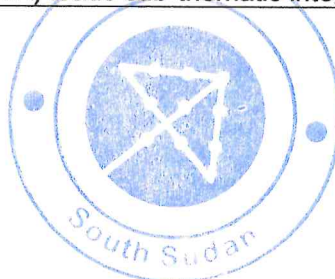
IMPACT, through REACH, has been implementing programming in South Sudan since 2012 supporting humanitarian decision-making with assessments and information management activities focusing on the needs of displaced, returnee, and conflict-affected populations. Today, data collected and disseminated by REACH aims to directly inform ongoing response planning efforts across South Sudan, as well as highlight areas of highest need and concern as crises emerge. REACH South Sudan conducts a wide range of assessments and analysis to support evidence-based humanitarian planning and response. IMPACT also supports humanitarian response through the PANDA Initiative which focuses on improving outcomes for beneficiaries through direct engagement with partners and their activities.

In South Sudan, ACTED has conducted programming since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change.

Context of the position and Position Profile

Beginning in May 2026, IMPACT will serve as the MEAL lead for the ECHO-funded South Sudan Cash Consortium. IMPACT is seeking a Senior Data Officer to support the Consortium MEAL Manager who will lead MEAL activities for the consortium.

The consortium brings extensive, long-standing operational presence across all targeted locations in South Sudan. Consortium members contribute complementary technical expertise: Save the Children (SC) provides consortium leadership and oversight of the technical approach; Action Against Hunger (ACF) leads advocacy and communication; Concern Worldwide (CWW) leads linkages between MPCA and nutrition outcomes; DanChurchAid (DCA) leads sub-thematic integration as well as protection and gender-





transformative programming along War Child; Mercy Corps leads market and vendor engagement, and Crisis Modifier implementation; and IMPACT Initiatives (IMPACT) will lead on MEAL and provide overall MEAL support to the consortium.

IMPACT will act as the technical partner overseeing MEAL tasks. During the inception phase, IMPACT will work jointly with implementing partners to develop a detailed MEAL plan to guide implementation, which will be regularly updated. This plan will include harmonizing and strengthening existing M&E and assessment tools, including PDM, beneficiary registration, and verification systems, to ensure data comparability and enable consolidated analysis and information products at consortium level, including dashboards, while providing evidence for multi sectoral actors in areas of intervention. IMPACT will emphasize strengthening local partners' capacities throughout the MEAL process, covering research design, data collection, analysis, and reporting. The Senior Data Officer will support the MEAL Manager in all of these tasks as assigned.

This position requires strong IM including database and data analysis skills, an analytical mind, creativity and independence. Candidates should have strong writing and presentation skills and be able to clearly think through and articulate implications of findings and methodologies. The Senior Data Officer will have outstanding organizational and time management skills and be equipped to successfully engage and coordinate M&E consortium counterparts throughout the year.

The Senior Data Officer will be line managed by the Consortium MEAL Manager. The Senior Data Officer will be an Acted employee and subject to Acted HR, Security, Finance and other departmental procedures which will govern their contract and employment.

The SDO will support the MEAL Manager on sampling strategies, research design, and quantitative analysis plans as assigned. They will work in conjunction with the MEAL Manager on the validation of data collection tools, design and implementation cleaning and analysis scripts, and will lead the production of analytical outputs including dashboards, summary tables, and statistical briefs..

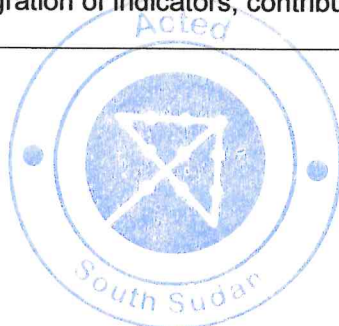
This position requires a candidate with a strong background in statistics and data analysis. Proficiency in tools such as R, Stata, or Python is preferred. The ideal candidate will be highly organized, capable of managing multiple priorities, and able to work autonomously in volatile and fast-paced environments. A collaborative mindset, ability to communicate technical concepts clearly to non-technical stakeholders, and a solution-oriented attitude are essential to success in this role.

Key roles and responsibilities

The Senior Data Officer is responsible for the following:

RESEARCH CYCLE MANAGEMENT

- Support the development of the Cash Consortium's MEAL plan in line with donor and partner expectations and requirements
- Support the implementation of the MEAL plan throughout the year
- Provide technical support during the harmonization process of all Consortium M&E tools including evaluation and monitoring tools
- Develop streamlined reporting pathways for partner activities and outputs in conjunction with the MEAL Manager and MEAL Working Group
- Managing relevant data collection cycles, including oversight of research design, data collection, or analysis.
- Contributing to M&E related consortium donor reporting.
- Support the coordination of the Consortium CFM/CRM across partners.
- Support planning by advising on tool design and data structure for effective analysis.
- Advise on the selection and integration of indicators, contributing to the robustness of research and programmatic relevance.





DATA MANAGEMENT AND ANALYSIS

- Oversee the cleaning, structuring, and quality assurance of collected data; design validation processes to identify errors and ensure accuracy.
- Manage and maintain R-based systems for data cleaning, transformation, and analysis, ensuring replicable and well-documented workflows.
- Support the development and execution of analysis scripts, including descriptive statistics, hypothesis testing, correlation, and regression analyses.
- Contribute to the automation of recurring data processing tasks to increase efficiency and consistency across research cycles.

INFORMATION MANAGEMENT AND PRODUCT DEVELOPMENT

- Translate analysis findings into accessible and insightful data outputs, including summary statistics, visualizations, dashboards, newsletters and interactive tools.
- Collaborate with IMPACT and Consortium teams to support the development of high-quality deliverables (e.g., factsheets, briefs, interactive maps).
- Provide technical support as requested including tailored analysis, data interpretation guidance, and capacity strengthening where needed.
- Ensure that data outputs are aligned with IMPACT’s internal quality standards when applicable.
- Perform any other relevant tasks as requested by supervisors, in alignment with the mission’s strategic priorities.

INTERNAL COORDINATION

- Participate in regular team meetings.
- Ensure regular coordination and exchange with relevant colleagues.
- Engage in the development and implementation of REACH’s strategy in (country).

The Senior Data Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT’s data protection policy and SOPs. They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners or collected during their assignment with IMPACT.

Required qualifications and technical expertise

Requirements

- ❖ **Academic:** Excellent academic qualifications, including a Bachelor’s degree in a relevant discipline including but not limited to statistics, humanitarian programming, data analytics or program management.
- ❖ **Years of work experience** At least 4 years of relevant working experience in a similar role preferably in the humanitarian field;
- ❖ **M&E experience** Previous experience working in an M&E focused role is preferred;
- ❖ **Research skills** Proficiency and proven experience with research methods, including both quantitative and qualitative research. Excellent analytical skills;
- ❖ **Statistical skills** Strong statistical and analytical skills;
- ❖ **Software skills** Knowledge of R, STATA, Python or equivalent statistical software (with a willingness to learn R). Knowledge of ArcGIS or Power Bi an advantage;
- ❖ **Sound judgment and emotional intelligence** in high-pressure or sensitive situations. Possesses strong interpersonal awareness and the ability to respond constructively to feedback and shifting priorities;
- ❖ **Level of independence** Proven ability to work independently;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;





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- ❖ **Organizational and coordination skills** Strong presentation, and organizational skills;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.
- ❖ **Language skills** Fluency in English required.

Conditions

PSEAH requirement blurbs

- Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH) and strives to recruit those who share our values.
- All potential candidates will be subject to a pre-employment check that includes satisfactory references, screening, and criminal checks in line with legal requirements.
- All candidates who have been offered a position will sign and respect Acted's Code of Conduct and related policies as part of their work contract. All staff are expected to abide by the standards of behaviour outlined in those documents.
- Managers will have a special responsibility to foster a safe environment.
- Misconduct can lead to serious disciplinary sanctions.

How to apply

Please submit your application, CV, Photocopies of academic documents & Certificates of Employment, clearly mentioning the position you are applying for, either of the following ways:

- **In Person:**
Acted Office in Juba
Plot No. 137, Block No. AXII, Hai Malakal-Behind Keren Hotel (Techno apartment)
- **By Email:**
Send your application to: ssd.recruitment@acted.org

Important Notes:

- Acted retains all applications; documents will not be returned at the end of the recruitment process.
- The **deadline for submission is 13th May 2026 at 4:00 PM.**
- Applications received after the deadline will **not** be considered.
- A detailed review of all applications will be conducted. Those who meet the criteria shall be contacted for the qualification assessments to determine final selection.
- **Please note, as this position is urgent, shortlist and interview may be conducted on rolling basis.**

WHILE ACTED REMAINS RELIANTLY AN EQUAL OPPORTUNITY EMPLOYER, ACTED EQUALLY ENCOURAGES WOMEN TO APPLY.

