VACANCY ANNOUNCEMENT:
Data Quality Analyst - Samuel Hall

Samuel Hall is seeking a capable Data Quality Analyst to develop and apply procedures to enhance the accuracy and integrity of our organisation's qualitative and quantitative data. You will be working with field teams to impart and uphold standards, holding trainings and rolling data checks, collaborating with internal and external counterparts to enhance data collection and storage procedures. Your strong data analysis skills will ensure clean and reliable data is produced by our teams, thereby maintaining our high-quality standards for products and services.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience of complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia, and the United Arab Emirates, we are based in the regions we study.

We have over ten years’ experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well public and private sector entities. It’s an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South’s high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team-players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

Tasks & Responsibilities

Objective 1 - Processes
- Contribute to improve data collection and storage processes.
- Involvement in survey coding and sampling design to ensure data quality, integrate data check protocols from the onset.
- Enhance data cleaning and management processes based on best practices in data collection, storage and preparation for sharing.
- Manage documentation related to data quality (data standards, definitions, DQA documents such as checklists, guidelines, manuals, templates, forms, etc.);
- Actively communicate with internal and external stakeholders with regards to processes and expectations with regards to how data is collected, stored, processed and used.

Objective 2 - Fieldwork support
- Implement data collection strategies that optimise efficiency and minimize potential for error and data fraud.
- Monitor data collection, identify coding issues and data exceptions, rolling data checks.
- Assist colleagues in the design of data quality checks to ensure objectives are met, participate in capacity building internally.
- Perform statistical tests on datasets to determine quantitative data quality and integrity.
- Implement data cleaning and verification processes.
- Perform plagiarism detection on text documents.
- Perform audits as required to ensure processes are adhered to.
- Keep abreast of developments and trends in data quality analysis.

Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation, and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

Vacancy Requirements

Required
- Bachelor’s degree in economics, international development, public policy, statistics, data science or any related discipline with 2+ years of additional experience preferred.
- Prior experience with data management and data cleaning
- Experience in monitoring large data collection efforts
- Experience analysing data, finding anomalies, identifying and interpreting trends or patterns in complex data sets
● Strong analytical skills, ability to collect, organise, analyse and interpret large amounts of information with attention to detail and accuracy.
● Knowledge of best practices in data analysis
● Knowledge of statistical methods and tests, experience with statistical packages, such as MS Excel, STATA, SPSS

Desired
● Experience with quantitative research in an international development setting
● Experience working in developing and/or fragile countries
● Experience coding and using electronic data collection software (KoBo, SurveyCTO)
● Experience working with qualitative data, including fraud / plagiarism prevention

Communication, leadership, time management:
● Excellent interpersonal and communication skills, ideally in the field of international development and across a wide spectrum of individuals having varying degrees of technical understanding
● Experience working remotely with international teams.
● Good project/time management and teamwork skills
● Strong leadership skills and qualities which enable you to work with peers and various levels of management
● Ability to balance multiple projects and priorities

<table>
<thead>
<tr>
<th>Location</th>
<th>Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Data Quality Analyst</td>
</tr>
<tr>
<td>Contract duration</td>
<td>12 months, renewable, with a trial period</td>
</tr>
<tr>
<td>Vacancy closure</td>
<td>Open until filled</td>
</tr>
<tr>
<td>Email for submission</td>
<td><a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a></td>
</tr>
<tr>
<td>How to apply</td>
<td>All applicants should send their cover letter and CV in separate PDF files, each labelled: “CL/CV – Full name of Applicant” with the email subject line clearly expressed: “Name – Data Quality Analyst.” Three samples of relevant work and three references should also be included. Previous and expected remuneration should be quoted in the application.</td>
</tr>
</tbody>
</table>

_Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews are conducted on a rolling basis._