Refugee Consortium of Kenya

Job Title:	Research and Data Analyst
Location:	Nairobi with field support visits
Department:	Research and Knowledge Management (RKM)

Post Holder Reports To: Manager - RKM.

RCK Mission: To protect and promote the well-being, voice, and dignity of the displaced and host populations.

Job Purpose: The position is responsible for designing, implementing and maintaining advanced data process and systems analysis, including establishing robust research infrastructure within the organization. The role also entails data collection, processing, performing analytics and visualization, and generating reports and policy briefs to support in operational planning, learning and strategic decision making.

Key Responsibilities:

- Oversee and maintain access to data resources, ensuring compliance with global practices, Kenyan laws and RCK's internal policies.

- Establish persuasive and clear dashboards, reports and visualizations using tools such as Tableau and Power BI to effectively present and communicate insights to stakeholders.

- Develop and implement research projects, including selecting appropriate research designs, collecting and analyzing data, developing Terms of Reference (ToR) and budgets, preparing research reports and presenting results to various stakeholders.

- Collaborate closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) Team to translate the organizational learning agenda into studies within the RCK's programmatic pillars.

- Analyze large and complex datasets to uncover trends, patterns, and insights that inform organizational strategies and operations. Ensure data quality by proactively identifying, analyzing, and addressing inconsistencies, anomalies, or inaccuracies within datasets.

- Participate in scientific publications and other dissemination resources such as technical reports, donor reports, briefing papers, articles, and blogs.

- Collaborate with other members of the research team, project managers, and other stakeholders to ensure that research activities are aligned with project goals and objectives.

- Prepare and administer protocols for human subjects protection in research.

- Support staff in building data literacy and understanding analytics tools and insights.

- Utilize Structured Query Language (SQL or Excel, among others) for querying databases and performing data manipulation.

- Build and manage ETL (Extract, Transform, Load) pipelines to transform data from various sources into usable formats.

- In collaboration with the MEAL Team, clean and prepare datasets, ensuring data consistency and accuracy.

- Identify and build relationships with relevant stakeholders involved in relevant areas of research that supports RCK's overall strategic goal.

- Develop and update a data analytics and governance strategy that supports RCK's mission.

- Identify and propose improvements to data management procedures to maximize efficiency and quality.

- Perform any other duties assigned.

Qualifications & Experience:

- Bachelor's Degree in Computer Science, Statistics, Economics, Mathematics, and Data or Information Science or any other related field.

- At least 2-years' experience in research, data systems and tools, and knowledge in data collection and analysis.

- Strong analytical and critical thinking skills.

- Proficiency in Microsoft Office and data analysis software.

- Experience designing and deploying self-service analytics and reports in data visualization applications (MS Power BI, Tableau or similar) is highly desirable.

- Experience using database languages or programming languages (R, Python, SQL or others) is highly desirable.

- Strong attention to detail and commitment to data accuracy and integrity.

- Excellent communication skills, both written and verbal.

- Ability to work collaboratively in a dynamic environment

Working Conditions

The Job is complex, sensitive and stressful. It requires willingness to work with a flexible schedule and frequent travel to the field.

Behaviour Competencies

- *Professionalism:* 2-years' experience in data system and tools, and knowledge in data analysis.

- *Communication:* Strong interpersonal and communication (written, spoken and presentational) skills.

- *Technology Awareness:* Fully proficient computer skills and ability to use relevant software applications, in particular information databases, internet/intranet services, library sources, etc.

- *Teamwork:* Ability to establish and maintain effective working relations with people of different nationalities and cultural backgrounds with respect for diversity.

- *Flexibility to travel*

- *Confidentiality is a must.*

- *Integrity within a professional environment.*

- *Attention to detail.*

**Refugee Consortium of
Kenya**

Gross salary expectation is **Kshs. 115,000/-** plus Medical and Pension Benefits:

To submit your application, send a cover letter along with a detailed Curriculum Vitae indicating expected salary, 3 professional referees including your last supervisor and their email contacts.

Applications will be reviewed on a **rolling basis** until the position is filled. Shortlisted applicants may be contacted as soon as Friday, 28th March 2025. We strongly encourage qualified candidates to apply as soon as possible, the applications will be reviewed on a rolling basis. We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Send your application to: The Recruitment Committee, Subject Line:

"**Application for RESEARCH AND DATA ANALYST OFFICER**"

Email: **careers@rckkenya.org**.

Only successful candidates will be contacted. RCK is an equal opportunity employer.