Job description

Afrobarometer Network Data Quality Officer

<table>
<thead>
<tr>
<th>Role</th>
<th>Network Data Quality Officer (NDQO)</th>
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<tbody>
<tr>
<td>Responsible for</td>
<td>Work with Surveys and Data Teams and Core and National Partners to support effective, efficient and high-quality data capture and cleaning processes</td>
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<tr>
<td>Location</td>
<td>May work remotely; frequent travel may be required</td>
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<tr>
<td>Reports to</td>
<td>Data Quality Manager/Post-Fieldwork (DQM/PF)</td>
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<tr>
<td>Direct/Indirect reports</td>
<td>NA</td>
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<tr>
<td>Direct working relationships</td>
<td>Core Partner Data Quality Officers (CP/DQOs), Data Quality Research Assistants (DQRAs)</td>
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Organizational overview

Afrobarometer (AB) is a pan-African, nonpartisan, nonprofit research organization that measures the political, economic, and social atmosphere in African countries. Guided by the vision of a world in which Africa’s development is anchored in the realities and aspirations of its people, AB provides high-quality data and analysis on citizens’ evaluations and experiences of democratic governance and quality of life.

Launched in 1999 in 12 countries, AB has completed more than 300,000 interviews in nine survey rounds in up to 39 countries. AB conducts face-to-face interviews in the language of the respondent’s choice with nationally representative samples. In its 25 years conducting more than 250 surveys, AB has developed a reputation for excellence, producing data according to rigorous methodologies that have been described as “the gold standard” in African survey research.

Effective analysis and communication of survey findings, as well as capacity building for survey research, analysis, and communications skills, are integral parts of AB’s work. AB outputs are provided as a public good and are freely available to policy makers, policy advocates, civil society organizations, academics, news media, donors and investors, and ordinary Africans.

Among AB’s key achievements are proving that public attitudes research can be conducted even in fragile, post-conflict, and closed political environments in Africa; legitimating public opinion as a pillar of African governance and development decisions; and building a network of researchers that has earned the reputation as the go-to source for reliable data on what Africans are thinking.

Afrobarometer’s institutional values are independence, excellence, collaboration, and commitment. Afrobarometer individual values are integrity, respect, responsiveness, cooperation, and fairness. Funders and other stakeholders are treated as partners in the advancement of Afrobarometer’s mission. Relationships, non-partisanship, trust, and accountability are at the core of our work. Afrobarometer staff and network members appreciate benefiting from colleagues’ creativity, diligence, and enterprise, and value the ability to work individually and as part of a team. The qualities of leadership, initiative, and
excellence are nurtured and rewarded. In pursuance of these values, all staff are required to abide by the Afrobarometer Statement of Personal and Professional Standards of Conduct.

Role overview
The Afrobarometer Data Team is organized in three key functional areas: 1) the Data Quality/Fieldwork team is primarily responsible for ensuring the quality and integrity of data capture; 2) the Data Quality/Post-Fieldwork team is primarily responsible for ensure the efficient, timely and high quality cleaning and finalization of country data sets; and 3) the Data Quality/Analysis, Documentation and Distribution team is primarily responsible for building data merges to facilitate analysis, and managing documentation and distribution of each data set.

The Network Data Quality Officer (NDQO) will serve primarily as a member of the Post-Fieldwork team, providing direct support to the Data Quality Manager/Post-Fieldwork on all aspects of data cleaning and finalization. The NDQO will also provide backstopping support to the Fieldwork team for training, questionnaire review, fieldwork monitoring, programming and related tasks, and to the Analysis, Documentation and Distribution team as needed.

The NDQO is expected to continuously build skills and capacity of Core Partner and National Partner staff, the CP/DQOs, and DQRAs to perform these tasks independently and efficiently.

The NDQO will report to the Data Quality Manager/Post-Fieldwork (DQM/PF), and work closely with Core Partner Data Quality Officers (CP/DQOs), Data Quality Research Assistants (DQRAs) and National Partner country teams.

Main duties and responsibilities

A. Data cleaning and finalization
The NDQO’s primary responsibility will be to support the DQM/PF with the following:

- Reviewing and cleaning country data sets, working with National Partners, DQM/F and CP/DQOs to ensure that all cleaning rules are implemented and data quality standards are met. Ensure these processes are completed as quickly as possible to meet data cleaning targets and facilitate timely release of results.
- Working with data in multiple formats, including cleaning data in Survey to Go (or other data capture software as agreed), and preparing final data sets in SPSS, where necessary in multiple languages.
- Tracking data cleaning processes throughout the cleaning/finalization process.
- Assisting with identifying and correcting any problems or errors as they are identified.
- Assisting in data weighting processes, including reviewing samples for completeness of information, calculating weights, and integrating them into data sets.
- Maintaining archives of draft and final versions of both data set and other key document; clearly and effectively labeling all files.
- Creating release versions of country data sets in multiple data formats.

B. Data Capture
The NDQO may also provide secondary support to the DQM/F, including:

- Assisting in questionnaire review and finalization, providing feedback to Surveys Team, Core Partners and National Partners as necessary on any problems or errors in final questionnaires that require correction.
- Assisting in provision of field technical assistance to fieldworker training workshops and during fieldwork to ensure successful and high-quality capture of data using templates.
- Assisting with questionnaire programming in STG or other data capture software.
- Assisting in Real-Time Data Quality Monitoring (RTDQM) to maximize the quality of data collection.

C. Data Analysis, Documentation and Distribution
The NDQO may also provide secondary support to the DQM/ADD, including:

- Developing codebooks and other relevant documentation.
- Assisting with data merging.
- Producing outputs such as tables for Summaries of Results.
- Responding to special data requests.
- Contributing to construction and maintenance of an AB question library.

D. Other activities

- Contribute to regular and ad hoc reporting on AB’s efforts, achievements, and challenges, and to preparation of bi-weekly, quarterly, mid-year and annual reports for the Data Team(s).
- Contribute occasionally and/or as requested to AB analysis through authorship/co-authorship of AB Dispatches, AB Methods Notes, or other outputs, especially as relates to data collection methods, data quality and related issues.
- Other tasks as requested by senior management.

Qualifications

Minimum requirements

- Bachelor's degree in social sciences, statistics, information sciences or a related field
- At least two years of experience in a relevant position involving large-scale data collection, cleaning and/or and management, preferably in a multinational context
- At least one year of experience with electronic data capture in survey research at the local, national and/or international level
- Basic proficiency with data capture, processing and management softwares, especially SurveyToGo, as well as statistical analysis software packages, especially SPSS, and with Excel
- Strong communication and interpersonal skills and ability to work in a multicultural, multinational environment
- Exceptional attention to detail
- Strong organizational and time management skills and ability to manage multiple projects and tasks
- Ability to work independently with minimum supervision and meet deadlines in a remote-work environment
- Availability for regular travel
- Ability to speak, work and write fluently in English
- Ability to produce clear, well-written activity reports
- Flexibility and willingness to work on a wide range of tasks

Desirable
- Masters degree in social sciences, statistics, information sciences or a related field
- Working knowledge of French, Portuguese and/or Arabic
- Basic level competency in data analysis and use of social statistics
- Basic familiarity with data weighting
- Experience with training and/or mentoring others, especially in data capture and data management methods
- Developing leadership and people management skills
- Familiarity with other data capture or data analysis softwares (e.g., R, Stata)
- Interest in and general understanding of development issues and/or democracy and governance issues in Africa
- African citizenship or heritage

Salary
Very competitive and based on the skills and experience of successful candidate.

How to Apply

The deadline for all applications is 26th April 2024.

PLEASE READ THE SELECTION CRITERIA CAREFULLY BEFORE APPLYING.

Please send your application to contact@afrobarometer.org Include your name and position title in the subject field of your email. Example: “Subject: [YOUR NAME] AB Network Data Quality Officer”. Documents to include:

1. An up-to-date curriculum vitae with contact details (your email, phone, postal and WhatsApp Number)
2. A personal statement describing:
   a. your interest in the post and in working with Afrobarometer
   b. evidence of how your skills, experience and knowledge meet the Selection Criteria. If you lack experience or evidence in any area listed, please state how you would gain the knowledge or competency needed to succeed in the role.
   c. your availability for the post (notice period in your current role) and preferred working
Afrobarometer is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status.