Development Gateway Job Description: Tobacco Control Research/Data Analyst [Consultant, Remote]

Development Gateway (DG) is an international nonprofit organization that creates innovative information management and data visualization technology, implements data-focused programs, and conducts research and evaluation to further sustainable development: www.developmentgateway.org

This consultancy will be working within a three-year program funded by the Bill and Melinda Gates Foundation. The program - Tobacco Control Data Initiative (TCDI) - will be implemented in up to eight African countries. The purpose of the program is to understand the respective countries' tobacco data needs, identify existing research and data, identify gaps in available tobacco data, collect new data to fill those gaps, and develop tools to enable policy makers to use data to inform policy. Although this program is focused on tobacco control and products such as e-cigarettes, you do not need to be an expert on the subject, though experience is preferred.

We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor. This is a remote position and can be based anywhere you are legally able to live and work.

Consultancy overview

The Research/Data Analyst will assist the data team in locating, assessing and verifying information, research, and data related to tobacco control. This will require someone with excellent research skills who has the capacity to make value judgements about the source and validity of data.

Roles and Deliverables

- Conduct thorough online research to collect literature/data/information related to tobacco control
- Evaluate data sources to identify which data are and are not reliable
- Write explanatory text to help contextualize data/information
- Conduct data analysis on primary and/or secondary data
- Assist in writing questionnaires/designing surveys

- Assist in reviewing validity of data collected in questionnaires/surveys
- Other duties as assigned by the Data Manager
- Reliable internet access is essential

Required experience

- Minimum of a Bachelor's degree in Statistics, Economics, Public Health, or related field
- At least 2 years post Bachelor's working in data research/analysis
- Fluency in written and spoken English required
- Experience collecting/working with data from the African continent
- Experience working in tobacco control preferred
- Ability to design sample frames for questionnaires/surveys

Skills profile

- You have strong problem-solving skills and commitment to continuous product and process improvement.
- You have a solid ability to work effectively with cross-functional teams in a fast-paced, creative environment. Entrepreneurial attitude and skills are important.
- You're comfortable working with data using spreadsheets, databases, and/or statistical software packages (e.g., Excel (required), Stata, SPSS, etc.)
- You can communicate easily with both technical and non-technical staff and maintain good communication with our geographically dispersed team.
- You can work effectively both independently and as a great teammate.
- You have sufficient experience in working with data and academic and policy publications to be able to determine the validity and quality of data/sources.
- You have excellent written and verbal communication skills in English.

This consultancy is entirely remote and can be based anywhere you can legally live and work. A stable internet connection is required for this role. Your work schedule is flexible, although we request that your work hours overlap at the very least with 8 AM - 12 PM Washington, DC (USA) time for remote meetings.

This role is equivalent to a full-time consulting position, without benefits, for an initial 6-month period, starting November/December 2020. The terms may be extended, depending on the needs of the project.

The projected pay range is between $15-$25/hour, commensurate with experience and location.

To apply, please send a CV and cover letter to jobs@developmentgateway.org. Please mention "Research/Data Analyst" in the subject line. Only short-listed candidates will be contacted.

We are an equal opportunity employer and value diversity and lived experience. We strongly encourage applications from people whose identities are underrepresented in the sectors where DG works. DG does not discriminate on the basis of race, ethnicity, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability status.