



Job Description

Job Title:	Data Analyst
Project:	CBT and Resilience Building Buner & Shangla
Department:	Institutional Partnerships Development
Reports to:	Project Manager
Location:	Shangla
Contract Type:	Contractual (9 Months) - Extendable subject to Performance and Funding
Purpose	<p>The Data Analyst will support the MEAL Officer in collecting, processing, analyzing, and visualizing all project-related data for the CBT and Resilience Building – a match funding project of WFP and Muslim Hands in Shangla. Reporting to the MEAL Officer, this position is responsible for maintaining project databases, cleaning and analyzing survey data, generating dashboards, and producing data visualizations for reporting. The Data Analyst ensures data quality, integrity, and timely availability of evidence for decision-making, including cost-benefit analysis and return on investment documentation. Based in Muslim Hands' existing field office in Shangla, the Data Analyst works closely with Social Mobilizers and the MEAL Officer to ensure accurate and disaggregated data collection.</p>
Main Responsibilities	<p>Database Management</p> <ul style="list-style-type: none"> • Design, develop, and maintain project databases for all beneficiary, activity, and monitoring data. • Ensure all data is stored securely with appropriate backup and access controls. • Create data entry templates and forms for field data collection (paper-based and digital). • Maintain beneficiary registration database, including demographic and household information. • Ensure data is disaggregated by sex, age, disability status, and household head status. <p>2. Data Collection Support</p> <ul style="list-style-type: none"> • Support MEAL Officer in designing data collection tools for baseline, midline, and endline surveys. • Program digital data collection tools (e.g., Kobo Toolbox, ODK, CommCare) for field use. • Train Social Mobilizers and field staff on proper data collection procedures and tools.



- Conduct data quality checks during field data collection to identify and correct errors.
- Support participatory land damage assessments with data entry and management.

3. Data Cleaning and Processing

- Clean and validate incoming data to ensure accuracy, completeness, and consistency.
- Identify and resolve data discrepancies, missing values, and outliers.
- Merge datasets from multiple sources (surveys, CFM, training records, CFW attendance).
- Prepare cleaned datasets for analysis by the MEAL Officer.
- Document data cleaning procedures and maintain data dictionaries.

4. Data Analysis

- Conduct descriptive and inferential statistical analysis on project data.
- analyse changes in key indicators from baseline to midline to endline.
- Perform disaggregated analysis by gender, age, disability, and location.
- analyse CFM data to identify trends in complaints and feedback.
- Support cost-benefit analysis and return on investment calculations.
- analyse training pre-test and post-test results to measure knowledge gain.

5. Data Visualization and Dashboarding

- Develop and maintain a project dashboard displaying key indicators against targets.
- Create charts, graphs, infographics, and maps for reporting and presentations.
- Visualize progress on land rehabilitation, irrigation channels, and conservation structures.
- Produce gender-disaggregated visualizations for donor reports.
- Generate maps showing project locations, asset distribution, and coverage areas.

6. Reporting Support

- Provide analysed data and visualizations for quarterly, biannual, and final reports.



- Prepare data annexes and statistical tables for donor submissions.
- Support MEAL Officer in drafting survey reports and evaluation findings.
- Generate data for case studies and success stories.
- Contribute to evidence generation for return on investment documentation.

7. Data Quality Assurance

- Conduct regular data audits to verify accuracy and reliability.
- Implement data validation rules and range checks in collection tools.
- Perform spot checks comparing paper records with digital entries.
- Ensure data privacy and confidentiality protocols are followed.
- Provide feedback to field staff on data quality issues and improvements.

8. Capacity Building and Training

- Train Social Mobilizers and field staff on digital data collection tools.
- Provide refresher training on data entry, verification, and reporting.
- Develop simple data collection guides and job aids for field use.
- Support orientation of community volunteers on basic data recording.

9. Coordination and Reporting

- Coordinate daily with MEAL Officer on data priorities and deadlines.
- Work closely with Social Mobilizers to ensure timely data flow from field to database.
- Respond to data requests from the District Coordinator and MEAL Officer.
- Participate in MEAL team meetings and project review sessions.
- Submit weekly data status reports to the MEAL Officer.

10. Safeguarding and Cross-Cutting Issues

- Ensure beneficiary data is kept confidential and used only for project purposes.
- Implement secure data storage and access protocols to protect vulnerable populations.
- Ensure data collection methods are respectful and non-intrusive.



	<ul style="list-style-type: none"> • Report any data privacy breaches or safeguarding concerns through official channels. • Ensure disaggregated data supports gender and inclusion analysis.
<p>Required Qualification, Experience and Skills:</p>	<p>Qualification:</p> <ul style="list-style-type: none"> • Bachelor's degree in Statistics, Economics, Computer Science, Information Management, Data Science, or a related field. • Master's degree in a relevant field is preferred. • Professional certification in data analysis (e.g., Google Data Analytics, Microsoft Certified: Data Analyst) is an advantage. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 3–5 years of experience in data management, analysis, and visualization for humanitarian or development projects. • Proven experience in designing and managing databases for beneficiary tracking and monitoring. • Experience with digital data collection tools such as Kobo Toolbox, ODK, CommCare, or similar platforms. • Experience working with WFP, UN agencies, or international NGOs is preferred. • Demonstrated experience in creating dashboards and data visualizations using tools such as Power BI, Tableau, or Excel. • Experience in cleaning and analysing large datasets from surveys (baseline, midline, endline). • Prior experience working in Khyber Pakhtunkhwa, particularly Buner and Shangla, is desirable. <p>Skills:</p> <ul style="list-style-type: none"> • Proficiency in statistical software (e.g., SPSS, STATA, R, or Python). • Advanced MS Excel skills including pivot tables, formulas, and macros. • Strong skills in data visualization tools (Power BI, Tableau, or Google Data Studio). • Knowledge of GIS mapping tools (e.g., QGIS, ArcGIS) is an advantage. • Excellent attention to detail and data accuracy.



	<ul style="list-style-type: none"> • Strong problem-solving and analytical thinking skills. • Ability to present complex data in simple, visual formats. • Good communication skills in English, Urdu, and Pashto. <p>Key Competencies:</p> <ul style="list-style-type: none"> • Integrity and confidentiality in handling beneficiary data. • Ability to work under pressure and meet tight deadlines. • Team player with strong coordination skills. • Willingness to travel to field sites for data quality checks.
<p>Additional Information (Safeguarding, Inclusion, and Application Requirements)</p>	<ul style="list-style-type: none"> • Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA). • As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview. • Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics. • As part of the application process, all candidates must complete and submit a Self-Declaration of Criminal Convictions Form (attached with this Job Description). • We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization • If this role aligns with your skills and values, we encourage you to apply by submitting a detailed CV - along with Covering Letter. • Please note that only shortlisted candidates will be contacted. <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>