

Data Manager

Freetown, Sierra Leone

Must-have: Bachelor's degree related to economics, business, public policy, statistics, and related fields

At least 3 years of experience in a similar role

Excellent written and spoken communication skills in English and Krio

Excellent organizational and leadership skills

Excellent knowledge of MS Office

This position is open for Sierra Leone nationals only

About Laterite

Laterite is a data, research and analytics firm specialized in complex development challenges. We work with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies. Our clients include, for example, the World Bank, USAID, TechnoServe, Promundo, the Mastercard Foundation, and several UN agencies.

We currently have offices in the Netherlands, Rwanda, Ethiopia, Kenya, Uganda, Tanzania, and Sierra Leone. The team brings together more than 80 full time local and international staff, as well as 1,000+ enumerators across all countries. We are proud to be a culturally diverse organization, and we welcome applications from groups currently under-represented in our team. Learn more: www.laterite.com

We work in socio-economic development research projects. We believe that impact is a long-term endeavour that requires being embedded in the local context. Delivering high-quality research requires building local teams and data collection systems, knowing the country, and establishing close working relationships.

One of Laterite's key strategic goals is to create a collaborative and rewarding working environment for our staff, where every team member feels engaged, represented, and heard. Laterite is committed to create opportunities for learning and career development within the team and across our offices.

Laterite is committed to creating a diverse environment and is proud to be an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

What you will do:

The Data manager assumes overall responsibility for the adequate running of assigned projects, including ascertaining that: all data team project activities including but not limited to project organization, field preparation and monitoring, data collection and monitoring and final

reports are completed to the highest standards of quality possible. The Data Manager also supervises other field team staff. Related tasks include:

- Project-based responsibilities
 - Assumes overall responsibility for project planning and staffing as soon as a project assignment has been received.
 - Engages in effective communication with project clients, to maintain smooth execution of the project in accordance with clients' requirements and ensures that timelines of key deliverables are met by agreed deadlines.
 - Leads and assumes responsibility for project implementation on the data team including all aspects of in-office preparation, field preparation, field team training, data collection and regular internal reporting.
 - Supervises other field team staff, delegating tasks and ensuring that these are successfully accomplished and according to set timelines.
 - Acts as focal point for project communication with Laterite's research team, program and quality management team
 - Prepares operational budgets and ensures efficient use of project funds prior to submission for clearance.
 - Leads production of field reports consolidating and reviewing all contributions from other field staff.
 - Supports the analysis and write-up of qualitative reports.
 - Acts as focal point for field team issues and recommends where management needs to intervene.

- Data-team management responsibilities
 - Leads recruitment of the field team and induction to the data team, conduct performance reviews for field staff.
 - Contributes to the production of and assumes responsibility for the implementation of processes and systems that guarantee the highest possible standards of quality prior to, during and on completion of field surveys.
 - Recommends required training sessions for both the permanent and field team according to capacity gaps observed.
 - Co-leads the updating and finalizing of data team processes.
 - Assumes overall responsibility for the implementation of systems for the tracking of physical assets use and safe-keeping of such physical assets.
 - Anticipates physical assets needs and submits assets purchase requests to the management for approval.
 - Monitors relevant economic and public policy news in Sierra Leone on a regular basis that may have implications for research projects.

What you will bring:

- Country national
- Strong contextual understanding of data collection processes in Sierra Leone
- At least 3 years of professional experience in a similar role; preferably managing data collection across multiple provinces
- Excellent people management and communication skills in English and Krio. Fluency speaking other languages (e.g., Mende, Temne and Limba) is a plus

- Bachelor's degree, preferably relevant to economics, business, public policy, statistics, and related fields
- A team player as well as able to work well independently
- Prior experience using STATA and/or SurveyCTO is preferred

What's in it for you?

Laterite offers a competitive remuneration package, including medical insurance and 21 days of annual leave. We are also committed to supporting our staff's learning, providing an annual learning budget of up to \$1,000 per person and 10 days of time off for professional learning each year. We also provide remote work options in accordance with Laterite's remote work policy.

What next?

1. Assessment

The first step is to complete a 40-minute assessment for which no special preparation is needed. The assessment is designed to assess your knowledge and skills in managing and organizing data collection projects.

Link to the assessment: <https://form.jotform.com/230713558105552>

2. Submit application

Successful candidates will then be invited to upload their CV and cover letter via our online application system.

Deadline

Applications will be considered on a rolling basis. Details on rolling applications can be found on the website: <https://www.laterite.com/vacancies/>

Interested candidates must apply by **March 27, 2023**.