DATA ANALYST

ORGANIZATION OVERVIEW
Possible is a collaboration that develops and tests innovations to improve health in Nepal. Our partnership is between an independent Nepal-based non-governmental organization and a US-based non-profit. Possible envisions a world where everyone, everywhere has access to high-quality healthcare rooted in evidence, inclusion, and equity. As such, we engage in rigorous and collaborative research and innovation to address evidence, implementation, and policy gaps in the equity, quality, and accessibility of healthcare. Our research endeavors and partnerships aim to address challenges in context and from stated or established needs rather than for the novelty of research. We partner with community-based organizations, public and private sector academic institutions and research organizations to leverage research and evidence to inform and implement innovative solutions to healthcare challenges in Nepal. For the last 15 years, we have been a leader in healthcare innovation in Nepal, with partnerships spanning several national and international institutions such as Kathmandu University, Harvard Medical School, University of California San Francisco, Mt. Sinai School of Medicine, and University of Washington.

POSITION DESCRIPTION
Possible, a non-governmental organization registered in Nepal, is seeking a Data Analyst to help strengthen the data system across different research and innovations implemented with its partners. The Data Analyst should see themselves as an advocate for Possible’s mission, vision and values.

Reports to: Community Health Research Manager
Direct Reports: None
Working closely with: Possible team, advisors, and partners
Location: Kathmandu with 30-50% travel to the partner sites

AREAS OF RESPONSIBILITY
The Data Analyst will work closely with the research team advisors, partners and relevant stakeholders to be chiefly responsible for the following areas of work:

1. **Strengthen the data system from the development, rollout, and evaluation of research protocols at Possible and partner sites, including all data processes, analysis, and write-up for manuscripts.**
   a. Work with multiple team members across different research projects and support them in developing research protocols with a strong data management plan
   b. Develop data collection tools and validate them, including the function for overseeing their translation and adaptation for Nepal.
c. Coordinate and collaborate with multiple partners including government for data collection and/or data extraction, mostly longitudinal data (both the program data and the HMIS data) as required by the research projects.

d. Coordinate field logistics for data collection/extraction, data quality checks and validation.

e. Ensure ethical conduct of research by following protocols approved by institutional review boards.

f. Serve as a primary contact person for data SOPs and data management at Possible.

g. Review Possible data SOPs and lead in strengthening and operationalizing the defined standards, working together with the research team, advisors and our partners.

h. Working closely work Biostatistician, Community Health Research Manager and Advisors coordinate across the research projects for data collection, management and analysis which involves building the digital data collection platform/s, setting up the data collection process, training to the research team, data collection, cleaning, data processing, data analysis, interpretation and report writing for different research projects whilst ensuring that the approaches used align with Possible’s data SOPs.

i. Assist the team members including the partners in appropriate integration and transition of data, tools and template in existing and new systems (e.g. CommCare to Community Health Toolkit, REDCap to Open MRS etc).

j. Engage with different stakeholders and partners to support the team in collecting feedback and inputs in our research protocols.

k. Coordinate and support qualitative data collection process as and when required.

l. Discuss the progress and challenges in data system and SOPs with the team and lead in strengthening with the team’s support.

2. Develop and institutionalize data collection platforms, quality assurance mechanism through research capacity development of team members and the partners, alongside the maintenance of data repository system on place.

a. Participate in discussions with our team and partners to provide an input on identifying the data need of different research projects.

b. Co/lead or support team members on designing questionnaires on digital platforms.

c. Support in establishing data quality assurance across all the research projects involving but not limited to regular field visits for data quality assessment.

d. Travel to project implementation sites to learn, understand, iterate and improve implementation and data quality processes.

e. Train and orient program and research team on data collection tools, and data quality and validation measures.

f. Support in capacity building of the team members by planning and conducting team orientation on quantitative data handling, working with the team to prepare a data.
collection and analysis plan; and supporting in triangulating data from different sources including qualitative data.

g. Support in capacity building of the partners and the stakeholders engaged in different research projects on using digital platforms, assuring data quality, data extractions, cleaning and descriptive analysis as per the project M&E plan.

h. Ensure that the quantitative data from across the research projects are rightly stored, encrypted and protected in data repository system and update them periodically.

3. **Assist the Possible team in generating additional resources, revenue, and support multiple research projects.**

   a. Participate in grant-writing for research activities with academic and non-academic funders.

   b. Support to prepare and ensure submission of IRB applications with focus on data management and analysis plan and other materials for the research conducted by Possible.

   c. Provide support to reporting and other requirements to funders and the international partners like Community Health Impact Coalition (CHIC).

   d. Support in seeking out national and international resources to support research activities

   e. Collaborate with other organizations in Nepal and abroad to jointly access additional resources for research activities.

   f. Assist research team, advisors and partners as needed, in executing protocols for disseminating research findings in lay media.

The above list of responsibilities is not comprehensive and may be changed by the Data Analyst and their manager.

**Must Haves:**

1. Commitment to Possible’s Values, Mission & Vision.

2. A strong understanding of quantitative and intervention research: The Data Analyst must have a strong knowledge and training in research methodologies with focus on quantitative methods and intervention research with longitudinal data collected at different time points. She/he/they have experience in research settings (e.g., academic, thinktank, research policy, research NGO/INGO, or research with the government). Skills in using software for data collections, management, and analysis are preferred (e.g., STATA, R, SAS, etc.)

3. Experience of working on different digital data collection platforms (e.g. REDCap, CommCare, Community Health Toolkit, ODK etc) is highly preferred.

4. Ability to work with a diverse team, and a strong motivation and flexibility to travel to urban, semi-urban, and remote areas in Nepal
5. Qualifications: A Master’s degree in a statistics, social science, public health, or related field; at least two years of relevant experience; excellent command in written and spoken Nepali and English; Nepali Citizen based in Nepal.

APPLICATION PROCESS
Email your CV and cover letter to recruitment@possiblehealth.org. When applying please include name and position in the subject line. Applications will be accepted on a rolling basis until the position is filled. If we believe that you and Possible are good potential fit, we will contact you to advance the application process. Please note that due to a large volume of applications, we may not individually respond to your application.