gisf

The Global Interagency Security forum (GISF)
is an independent network of security focal
points who represent humanitarian NGOs operating
internationally

Senior Data and M&E Specialist, Europe

Full time – working 37.5 hours per week
Salary: From £38,000
Department: Research & Programmes
Line managed by: Research & Programmes Manager
Responsible for line managing: n/a
Location: London (hybrid, at least 2 days in the office)

About GISF CIC

The Global Interagency Security Forum (GISF) is an independent NGO peer-support network established in 2006 to provide a platform for global security focal points to share experiences, knowledge, and learning. GISF is dedicated to improving the protection of aid workers and operations, to achieve sustainable access to populations in need.

GISF strengthens NGO safety and security practices worldwide, boasting over 150 member INGOs and offices in London and Washington, DC. GISF's member-led structure positions it as a trusted platform for collaboration, a driver of innovation in security risk management (SRM), and a repository of best practices. The organisation actively collaborates with policymakers to enhance their understanding of SRM.

What we offer

- 25 days of annual leave increasing annually after 2 years, up to a maximum 30 days (plus bank holidays)
- Office shutdown between Christmas and New Year
- Employer Pension contributions
- A focus on professional development, including access to overseas events, workshops, and training

Role Context

The Senior Data and M&E Specialist is a new role at GISF, that will play a crucial role turning data into actionable insights.

They will lead the monitoring and evaluation of GISF's various grants and contracts, in addition to putting in place a framework to better assess GISF's overall impact on global NGO safety and security approaches. The successful candidate will develop, rollout and implement an organisation-wide Monitoring, Evaluation and Learning (MEL) system to complement GISF's continuing growth. Much of GISF's work seeks to improve knowledge, attitudes and practices in the NGO sector, providing a unique and interesting challenge to the right candidate.

On a strategic level, this role will be key in enabling data-driven decision by GISF and our membership. GISF's position at the centre of a network of more than 150 INGOs and the wider NGO community gives us access to a wide range of data. The Senior Data and M&E Specialist will create systems to capture that data, structure it for analysis and make it accessible to NGOs to support operational decision-making.

The Senior Data and M&E Specialist will play an active role informing GISF's products and services, such as our research pipeline, resource-development and coordination services, by providing insights from the data.

The sensitive nature of the data means the candidate must be highly principled, and able to work with the wider team to implement robust data protection measures.

Key Responsibilities

1. **Strengthen GISF's programmatic data collation and analysis**
   - Work collaboratively with GISF staff and partners to roll-out a new framework for data collection that emphasises collaboration and efficiency across GISF functions, and demonstrates GISF's impact.
   - Develop standardised data collection protocols to ensure consistency, accuracy and rigour across GISF functions.
   - Support and guide GISF staff to collate, analyse, and document research, events and programmatic data.
   - Conduct frequent data cleaning, interpretation and storage of data in line with GISF's ethical standards.

2. **Grant and Project Management Support**
   - Work closely with the Grants and M&E Manager to meet all MEL requirements of USAID grants.
   - Support the roll out of monitoring and reporting templates, tools and workflows for USAID grants.
   - Provide monitoring and impact data for donor reporting.
   - Conduct MEL activities of non-USAID grants and contracts, from inception to completion.
   - Work collaboratively with GISF staff in the preparation of funding proposals by providing input and guidance to on appropriate MEL frameworks.
   - Provide other monitoring and evaluation support to programmes as requested and needed.

3. **Research, Learning and Membership Data Management**
   - Conduct research to identify, document and test good practices and alternative/locally-led approaches to assess the impact of SRM in humanitarian programming.

- Create a Membership Data Collection Policy, ensuring relevant and accurate information is gathered to improve member services.
- Coordinate the development of an annual assessment tool to measure member satisfaction and gather members' thematic priorities for the coming year.
- Work with relevant colleagues to develop a process for collecting and storing open-source SRM sector data.
- In collaboration with the Technical SRM and Coordination Lead, develop and implement a tool for NGOs to benchmark their safety and security capacities.
- Support the organisation and facilitation of partner/membership learning exchanges on MEL (remote and/or in person)
- Work with the Research team to strengthen the evidence base of GISF's impact.

4. Internal Relations and Communications
- Support staff to shift mindsets and attitudes from traditional, extractive MEL approaches and towards more ethical and responsible solutions to measuring impact.
- Collaborate with Communications staff to input into regular reports on our work, including external-facing learning and impact reports (e.g. Annual Report).
- Work collaboratively with colleagues across the organisation to help in the delivery of GISF's strategy and annual plans.

6. External Representation
- Undertake networking and information sharing to support effective MEL practice within NGO SRM operations
- Build relationships to share and access relevant data-sets.
- Represent GISF at external meetings and events
- Liaise with consultants hired by GISF and provide administrative support where needed.

- Other relevant tasks as directed

Essential Skills/Experience

- Relevant post-graduate degree; or equivalent work experience.
- Minimum of two years in a data analysis or MEL/MEAL related role.
- Demonstrable experience in strengthening monitoring and evaluation systems.
- Excellent analytical skills, with experience of understanding and processing qualitative and quantitative data.
- Adept at data visualisation in support of decision-making.
- Excellent data and information management skills with proficiency in MS office packages.
- Strong results orientation, with the ability to challenge existing mindsets.
- Ability to present complex information in a succinct and compelling manner.
- Understanding and knowledge of ethical data collection.
- Fluency in spoken and written English.

Desirable Skills/Experience

- Understanding and application of statistical software.
- Knowledge and experience of MEL for participatory programmes.

- Knowledge and/or experience of SRM practice.
- Ability to work in French or Arabic would be an advantage.

How To Apply

Application is by submission of an application form, CV and cover letter. This should be sent to the GISF Business and Operations Manager, Justina Amenu (justina@gisf.ngo).

The cover letter should be no more than two pages, and explain why you are interested in this post with GISF and how your skills and experience make you a good fit.

Also complete the attached Application Form. Your application **will not be considered** without this

Closing date: 5 April 2024
For further details: See www.gisf.ngo/about or contact justina@gisf.ngo

Due to the high volume of applications that we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks after the deadline, it means that your application has not been successful.

As this post is UK-based, you will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

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