



**GROUND TRUTH  
SOLUTIONS**

## **JOB DESCRIPTION**

### **Programme Analyst**

Location: Ground Truth Solutions office in Vienna, Austria  
Duration: 12 months, renewable contract  
Start date: March 2019

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#### **Summary:**

Ground Truth Solutions is looking for a Programme Analyst to work as an integral member of the core team as we scale up our activities. This position holds responsibility for assisting in the designing, implementing and management of projects.

#### **About Ground Truth Solutions**

Our mission is to challenge and support the humanitarian sector to optimise its response to crises, using feedback from people at the receiving end of aid. We work to systematically include people's views at all levels of a humanitarian response. In doing so, we provide humanitarian agencies with direct feedback from people affected by crisis and help agencies to understand and communicate the resulting insight back to affected communities. We also work with policymakers, clusters, humanitarian country teams and other relevant actors to bring change to the sector, while empowering people affected by crisis to express their views.

#### **Main responsibilities:**

The following tasks will be carried out:

- Conduct background research and synthesise relevant findings on humanitarian projects and contexts
- Contribute to the design of survey instruments, methodology, developing expertise on sampling and data collection methods in demanding humanitarian environments
- Conduct quantitative and qualitative data analysis
- Support on report production, including analysis, background information and contribute to formulating recommendations to humanitarian implementers
- Contribute ideas about Ground Truth Solutions' strategy, methodology and innovation
- Contribute to internal learning by preparing case studies and briefs
- Support our communications team by doing research, preparing project descriptions, summaries, case studies and blogs, and dissemination through social media platforms.
- Provide support to onboarding new staff in briefing, assisting and on-the-job training with acquired skills

#### **We are looking for a candidate with:**

- Master's degree or Bachelor degree with equivalent experience in the humanitarian space (e.g. political science, development studies, international relations and humanities)



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- At least one year of relevant experience in the humanitarian sector, preferably in the field(s) of project coordination in humanitarian operations, data analysis and monitoring and evaluation
- High level of familiarity in quantitative and qualitative methods.
- Ability to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail and working efficiently in a team
- Takes initiatives, manages own use of time and is self-motivating
- Excellent communication and interpersonal skills; ability to represent GTS and the project professionally in external relations
- Good working knowledge of Microsoft Office suite, knowledge of Python, InDesign and Adobe Illustrator would be an asset
- Willingness to travel for work to crisis affected countries, including conflict settings
- Fluency in English and at least one of French or Arabic

### **What we offer:**

A 12 month contract (full time) under Austrian law with possibility of extension. This includes a competitive salary package based on level of experience, 25 days of annual leave, 13 Austrian public holidays. The position will be based in Vienna – ranked the most liveable city in 2018.

### **Contact:**

For further information on this vacancy please contact Sigrid Markl, Office Manager, at [sigrid@groundtruthsolutions.org](mailto:sigrid@groundtruthsolutions.org). To submit an application please send your CV and a short cover letter to [hr@groundtruthsolutions.org](mailto:hr@groundtruthsolutions.org) by **20 January 2019**.