



GROUND TRUTH SOLUTIONS

Job description: Analyst

Location: Ground Truth Solutions office in Vienna, Austria

Duration: 12 month contract with option to extend

Summary: Ground Truth Solutions is looking for an Analyst to work as an integral member of the core team as we continue to refine our activities. This position holds responsibility for assisting in the design, implementation, improvement and coordination of projects.

About Ground Truth Solutions

Our mission is to ensure that people affected by crises have a say in humanitarian action, from individual aid projects to global humanitarian reform. To achieve this, we collect feedback from people at the receiving end of aid. We challenge and support aid agencies to use this feedback to optimise their work. We help agencies to understand and communicate the resulting insight back to affected communities. We work with policymakers, governments, and aid agencies to bring change to the humanitarian, health and environmental sectors.

About our work culture

We are a committed team of professionals who take the responsibility of receiving funds to work toward aid reform seriously. We strive for excellence, constantly challenging the status quo (internally and externally), and conducting ourselves with discipline, creativity, curiosity, boldness and candour. We seek diverse viewpoints. We work hard, we communicate directly and along the way, we have fun. If this sounds like an environment you would grow and thrive in, keep reading.

Main responsibilities:

- Conduct background research and synthesise relevant findings on humanitarian projects and contexts
- Contribute to the design and constant improvement of survey instruments and methodology
- Contribute to sampling and data collection methods in demanding humanitarian environments
- Help manage data collection both remotely and on the ground
- Conduct quantitative and qualitative data analysis
- Support on report production, including analysis and formulating recommendations to humanitarian implementers
- Contribute ideas about Ground Truth Solutions' strategy, methodology and innovation
- Contribute to internal learning by preparing case studies, briefs and presentations

- Support our communications by doing research, preparing project descriptions, summaries, case studies and blogs, and dissemination of our work and ideas via social media platforms
- Provide support to onboarding new staff in briefing, assisting and on-the-job training

We are looking for a candidate with:

- A curious mind and a keen interest in the work we do
- A Master's (preferred) or bachelor's (minimum) degree with equivalent experience in the humanitarian space (e.g. development studies, international relations and humanities, sociology, psychology, statistics or research methods)
- At least 3 years of relevant experience in the humanitarian, health or climate/environment sector is viewed favourably, preferably in the field(s) of data analysis or monitoring and evaluation
- Experience in sociology, market research, psychometrics or political polling would be beneficial
- High level of familiarity in quantitative and qualitative research methods.
- Ability to work autonomously and efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail and working effectively in a team
- Strong initiative, managing own use of time and self-motivated
- Excellent written communication and interpersonal skills; ability to represent Ground Truth Solutions professionally in external relations; ability to explain complex matters in simple terms.
- 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 is mandatory. Working proficiency in a second UN language is preferred.
- What else have you got? Maybe you have diverse skills or experiences we didn't know we needed? Let us know in your application.

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 world's most liveable city in 2019. If the location is prohibitive for you but you tick all the other boxes, please apply anyway, and explain this in your application.

How to apply

Tell us who you are, why you care and what you can do to help us achieve our vision. Submit an application (CV and short cover letter) to Meg hr@groundtruthsolutions.org with the subject "Analyst application" by 16 December 2020. Note that only PDFs will be opened, to protect us from malware. GTS receives a high volume of applications. Any submissions without a cover letter, or which do not clearly explain your specific motivation for this role, will not be considered. Applications will be reviewed on a rolling basis.