

**Job Description: Data Quality Analyst | Laterite Ethiopia**

Country	Ethiopia
Organization	Laterite (www.laterite.com)
Main responsibility	Ensuring quality control at different stages of a research project cycle
Languages	English, Amharic (Any local language is a plus)

**About Laterite**

At Laterite, we are passionate about transforming the way development research is done. Our mission is to deploy the most innovative research methods to make a difference on development issues. We provide three types of services: i) comprehensive data collection and data processing solutions; ii) research services, from the design of large-scale research projects through to analysis; and iii) strategic and technical advice to public and private sector clients.

Laterite’s growing network of offices currently includes the Netherlands, Rwanda, Ethiopia, Kenya, Uganda and India. Our teams bring together more than 45 full time local and international staff and 500 enumerators across countries. Laterite works with internationally recognized universities, global think tanks, international NGOs, multilateral donor organizations and several Government ministries and agencies.

**Laterite’s model:**

1. ***We believe that making a difference is a long-term endeavor that requires being embedded in the local context:*** Delivering high quality research requires building local teams and data collection systems, understanding the context, establishing close working relationships with key players and understanding their constraints and motivations.
2. ***We are rigorous and structured, but not rigid in our choice of analytic methods:*** Our mission is to deploy the most innovative research methods to design effective responses to development issues. We define ourselves by our ability to embrace new technologies and research methodologies in our project work.
3. ***We strive to innovate with every opportunity:*** With every new challenge and opportunity we try to innovate and embrace new technologies, always with the objective of creating new and better ways of conducting research.
4. ***We value diversity and equal opportunity.***

You can find out more about Laterite on our website at: [www.laterite.com](http://www.laterite.com)

**Working with Laterite**

- **Are you passionate** about research in development?
- **Do you want to make a difference** on relevant policy and development issues?
- **Do you care** about professional development and learning?
- **Do you love discovering** new contexts and spending time in countries like Ethiopia?

If yes, then being a Data Quality Analyst Laterite might be a good fit for you. Laterite will provide you with the opportunity to build on your leadership and technical expertise to make a difference on priority development questions.

### **About the Position**

The Data Quality Analyst (DQA) position is based in Addis Ababa, Ethiopia. Data Quality Analysts at Laterite play a hands-on role in the implementation of projects by ensuring that relevant quality control measures are in place at all key stages of a project, from research instruments coding to data collection processes to incoming data monitoring. Other responsibilities include contributing to the improvement of the current quality control processes and tools.

### **Key Responsibilities**

- Pro-actively support the process of developing Laterite's Quality Team, in close collaboration with the Data Quality Manager and other Quality Team members
- Develop systems, tools and processes to improve quality control and monitoring at all stages of the research process, including field preparation, data collection and data analysis. These tools and processes should be efficient, effective and to the maximum extent automated
- Support the day-to-day activities of the Quality Team, focusing in particular on: (i) the staged development of different tools, processes and systems; (ii) the ongoing work of ensuring quality control for specific components of projects; and (iii) managing teams to deliver this work, both in the office and in the field.
- Identify, collect and analyse data from research projects to improve internal processes and data quality
- Contribute to strategic thinking as we develop the Data Quality team, including by actively participating in Data Quality team meetings and by pro-actively proposing improvements to processes and tools
- Support the analysis and write-ups of research documents
- Assist in overseeing that timelines and benchmarks are being met for our clients
- Provide support on project proposals and pro-actively seek research opportunities
- Support the Data Quality Manager in recruiting and training the Data Quality Teams, as well as the enumerator/moderator teams
- Pro-actively improve knowledge of analytic tools, including Stata, R and Survey CTO
- Provide assistance to the Data Team or Research Team when needed;
- Support in any other duties and task deemed necessary by the management team;

### **Minimum Qualifications**

- At least 1 year of work experience in a data heavy role.
- Bachelor's degree in Economics, Statistics, Engineering or related field.
- Familiarity with statistical analysis and related tools/software (in particular Stata and/or R).
- Excellent oral and written communications in English and Amharic (Any local language is a plus).
- Experience living and working in different cultural settings; time spent in sub-Sahara Africa or other developing countries strongly preferred.

### **Compensation**

Competitive with similar roles in other consulting and research organizations. Benefits include generous leave, health insurance, and individual/team bonuses.

### **Application Process**

Please complete the following application <https://form.myjotform.com/91624011190546>, including a CV and cover letter. Applications are reviewed on a rolling basis so we encourage you to apply ASAP.