

Data Team Administrator

Addis Ababa, Ethiopia

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DATA | RESEARCH | ADVISORY

Laterite is looking for an organized administrator fluent in English and Amharic to provide support to our Data Team in Addis Ababa

About Laterite

Laterite is a data, research, and technical advisory firm that helps clients understand and analyze complex development challenges. We provide three types of services to clients:

- Data: comprehensive data collection and data processing solutions
- Research: from the design of large-scale projects through to analysis
- Advisory: strategic and technical research advice

Laterite works with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies.

Our core activity sectors are: public health, agriculture, urbanization & migration, education, and youth & labor. We are also involved in projects with a focus on gender issues.

Laterite's growing network of offices currently includes Rwanda, Ethiopia, Kenya, Uganda and the Netherlands. Our teams bring together more than 50 full time local and international staff in a dynamic and nurturing work environment. Learn more: www.laterite.com

About the position

The Data Team Administrator provides support to the data team to ensure smooth project management. Our new colleague will establish systems and processes for a more efficient filing and archiving process and will manage assets allocation to various projects. The Data Team Administrator will also take full responsibility for establishing effective communication with the field team as well as outside stakeholders and manage relevant datasets.

Key Responsibilities

- Ensure that all research administrative requirements are obtained and safely kept

- Establish and implement a tracking system for all consultants' contracts and keep it updated
- Establish and implement a stock management system for the data team physical assets and keep it updated
- Establish professional contracts with external providers such as airlines, etc.
- Support submission of work permit applications for international staff
- Provide support to the Data team on all financial activities
- Provide support to the Data team on all recruitment endeavours
- Provide administrative support to field teams throughout data collection projects including and not limited to contacting enumerators, producing contracts, organizing calls with local authorities, planning trainings, and printing materials.
- Support the growth of the company, in terms of staff recruitment and retention, and client/ partnership maintenance
- Assist in other tasks as required.

Minimum Qualifications

- At least 1 year of relevant work experience
- Be Ethiopian national
- Excellent communication, interpersonal and organizational skills
- Bachelor's degree in any field, preference given to: business/business administration, economics/public health/similar development related field

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.jotform.com/200441898433558>. The application process will involve two steps: (i) an online application; and (ii) interviews. Applications will be reviewed on a rolling basis.