

Research & Context Analysis Coordinator

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Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

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Knowledge and Experience

Minimum of Bachelor's Degree in Social Science or related field; or equivalent work experience.

Minimum of 5 years' experience in conflict analysis, investigative journalism, research or another related field.

Knowledge of, and experience in, northeast Nigeria is required. Knowledge of other regions and neighboring countries highly desired.

Knowledge of research methods, qualitative and quantitative data collection is essential.

Demonstrated experience with information collection and analysis.

Demonstrated experience managing research initiatives at all phases, including tool/methodological design, sampling, budget management, field team supervision, and data processing and management.

Ability to build and maintain networks of information sources across different geographic locations, sectors, and perspectives.

Proven experience liaising with civilian, traditional and security authorities.

Excellent interpersonal skills including communication (listening, speaking, writing) is required.

Willingness to work and travel in often difficult and insecure environments.

Competency in internet research and Microsoft Office systems including Word, Excel, PowerPoint.

Fluency in Hausa and/or Kanuri is required.

Success Factors:

The successful candidate must be proactive and self-motivated.

The RCAC will be a key member of a small team where curiosity, critical thinking, and the ability to see beyond the surface level are highly valuable. A professional attitude, demonstration of integrity, confidentiality and excellent work ethic are key aspects to the success of this new position.

Strong communication skills (listening, speaking, writing) are imperative to developing positive relationships and representing the Nigeria Context Analysis Team well. Interpersonal skills, openness to learning and humility are important attributes to working effectively within a context with significant diversity.

The RCAC will bring strong time management and organizational skills and will have the ability to work in a fast-moving environment across multiple geographies as a team member who will take initiative on projects and support others in their initiatives. Fluency in Hausa and/or Kanuri is necessary. Additional language capacities in Shuwa Arabic, Fulfulde or Bura is an advantage.

Diversity, Equity & Inclusion:

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we can better leverage the collective power of our teams and solve the world's most complex challenges.

We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity:

Mercy Corps is an equal opportunity employer that does not tolerate discrimination. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have a sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all.

We do not engage in or tolerate discrimination on the basis of race, colour, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics:

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity.

We are committed to the core principles regarding the prevention of sexual exploitation and abuse laid out by the UN Secretary-General and IASC and have signed on to the Interagency Misconduct Disclosure Scheme. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members.

As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and adhere to the Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.

Responsibilities

Data Collection and Reporting:

Investigate identified topics to close information gaps and report on evolving situations to

generate a rich understanding of complex situations.

Maintain an evolving network of relationships across Nigeria in order to leverage diverse perspectives and deepen insights.

Manage and guide field researchers and temporary hires on various research initiatives.

Assist with the identification of emerging issues within the humanitarian space where further analysis could support decision making.

Support with tracking and organizing of information and analyzing trends affecting Nigeria with particular focus on the northeast.

Conduct regular field visits to gather up-to-date information related to crisis issues.

Write field visit summaries that contribute to informative regular reporting.

Oversee and ensure quality control transcripts and field notes from field teams.

Contribute to the development of regular analysis reports.

Provide a historical perspective specific to northeast Nigeria.

Contribute to the development of and review of data collection tools for sensitivities and consider implications of trends across different genders, ages, ethnicities, religions and geographical locations.

Ensure findings are handled with care and conflict sensitivity is applied to both analytic processes and products.

Maintain an understanding of priority issues within the humanitarian community and corresponding analytical needs.

Programming and Operations:

Contribute to expanding and maintaining internal analysis systems

Support ongoing relationships with Mercy Corps' program teams, in particular teams located in outlying areas of northeast Nigeria.

Maintain familiarity with Mercy Corps' programming to monitor and assist with plans to

mitigate risks.

Develop and maintain an awareness of humanitarian principles, international humanitarian law and Mercy Corps' culture and values.

Support strong internal communication processes and the accuracy of information provided to various stakeholders.

Coordinate travel to various areas and associated logistics.

Ensure any equipment, supplies, or materials required by Nigeria Analysis Team (NAT) are procured.

Representation:

Contribute actively to the wider humanitarian community by regularly participating in working groups and meeting with partner entities.

Provide analysis to partners and the wider humanitarian community as needed.

Present as needed to Mercy Corps staff and other relevant actors on the findings and analysis of the Nigeria Analysis Team (NAT).

Security:

Ensure compliance with security procedures and policies as determined by country leadership.

Assist security teams in their security assessments based on knowledge, experience, and field observations.

Proactively ensure that team members operate in a secure environment and are aware of policies.

Organizational Learning:

As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient, and relevant to the communities they serve we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

Accountability To Beneficiaries:

Mercy Corps team members are expected to support all efforts toward accountability,

specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

Supervisory Responsibility:

NAT Researchers, Community Facilitators, Field Teams.

Accountability

Reports Directly To: Team Lead, Nigeria Context Analysis

Works Directly With: Programs Management (Nigeria), Field Management (Nigeria), Various External Stakeholders, New Initiatives and Partnerships Manager, Director of Programs, Humanitarian Response and Sustainable Solutions Director, Country Management Team.

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