



## Position Description

# Technical Coordinator – Data Analysis

September 2018

This position requires a talented individual with a background in monitoring and evaluation, impact measurement, and data analysis/management to lead the organization's impact measurement and reporting systems, helping to translate data into impactful and compelling stories. This position is a contract position to end in December 2020, with the option for renewal pending funding availability. This position is a **local** (not expat), **contract** position. The position will be based in Long Xuyen, An Giang.

**Deadline to apply:** October 31, 2018

### Key Responsibilities

- Review and design data collection procedures with program team
- Maintain the structure and content of databases (online, google drive, survey tools, etc.)
- Manage the ongoing process of data collection, data entry, and analysis
- Produce monthly, quarterly, and annual reports for Staff and Board
- Produce periodic grant reports
- Oversee quarterly and annual outcome monitoring surveys and analyses
- Provide information and analysis for program development and outcome measurement
- Provide training for team members
- Assist with basic application software and hardware support
- Assist with scheduling, preparing for and participating in quality assurance checks on training materials that have been developed
- Be an integral part of the online communications team

### Qualifications

- Bachelor degree required. Master's degree and/or coursework in statistical analysis and/or Management Information Systems strongly desired.
- Strong computer and analytical skills required (Excel power user, Relational databases such as Access, Salesforce, Microsoft Office Suite, Google Apps, Airtable, Tableau)
- Ability to undertake frequent, tough travel to remote areas; willingness to work the hours necessary to get the job done to provide timely support to the team, including weekends and holidays
- Previous experience in program evaluation, non-profit management, business and community development desired
- Highly organized, detail-oriented person
- Strong coordination, facilitation and organizational skills
- Comfortable with producing practical and relevant metrics and case studies utilizing quantitative and qualitative analysis
- Excellent oral and written communication skills; ethical and accountable
- Ability to work and prosper in a team environment
- Fluent in Vietnamese; fluency in English desired (minimum IELTS 6.0 or equivalent)
- Reference and sample projects required
- Women are encouraged to apply

### Benefits & Compensation

- Compensation is commensurate with experience
- Support to attend training programs as part of staff development
- Accommodations in Long Xuyen, An Giang

## *About Pacific Links Foundation*

*Pacific Links Foundation* (PALS or in Vietnamese, *Vòng Tay Thái Bình*) is a US-based 501(c)(3) public charity whose mission is to support the sustainable development of Vietnamese communities and the enrichment of their cultural heritage. PALS launched counterhuman trafficking programs in 2005 in the remote border regions of Vietnam. PALS' counter-trafficking work is school-based, factory-based, and community-based, and accomplished with the support from local and international partners and funders/donors. We are a hard working team with all team members as donors to our organization. PALS offers tremendous opportunities to learn, grow and lead for our team members. [www.pacificlinks.org](http://www.pacificlinks.org)

Please send your resume and cover letter describing your qualifications and fit with position to [jobs@pacificlinks.org](mailto:jobs@pacificlinks.org)

Subject/Title of email MUST include: **Technical Coordinator – Data Analysis**