Consultant Database Assistant, CORE Project

Humanitarian Outcomes seeks a part-time consultant to assist with running the Global Database of Humanitarian Organisations and other data assets for a 12-month, location-independent assignment to start on or near May 1, 2023.

About the project
HO's research project on **Coverage, Operational Reach and Effectiveness (CORE)** is funded by USAID and encompasses several research components that support empirical analysis on humanitarian operational access and coverage in challenging security environments. As part of this program, HO provides three ongoing, open-access data streams:
- [Aid Worker Security Database (AWSD)](#)
- [Global Database of Humanitarian Organisations](#) (GDHO)
- [SCORE survey response database](#)

About the role
This role is designed as a remote, part-time consultancy for 12 months, with the possibility of extension the duration of the grant (until September 2025). Working hours are flexible and will range between 10-15 days per month.

The Database Assistant (DA), will primarily support the Global Database of Humanitarian Organisations (GDHO) with research, database maintenance, data entry and the creation of visual data products, and may also be asked to support other related projects.

Requirements
1. Experience with data entry, data analysis, and Microsoft Excel
2. Completed or currently enrolled in graduate or bachelor's level program in a relevant field of study (Humanitarian, Development or IR)
3. Familiarity with the humanitarian sector in a professional or research capacity preferred.
4. Ability to complete detail-oriented data tasks
5. Experience with quantitative and qualitative research methods
6. Fluency (C1 or above) in English (other languages a plus)
7. Self-motivated to complete work deliverables within the allotted timeframes with little supervision
8. Good communication skills

To apply please submit a CV and cover letter to Meriah-jo.Breckenridge@humanitarianoutcomes.org by April 7, 2023.