

General Description:

The mission of the World Cocoa Foundation (WCF) is to catalyze public-private action to accelerate cocoa sustainability. WCF champions multi-stakeholder partnerships, aligned public and private investment, policy dialogue, and joint learning and knowledge sharing to achieve transformative change in the cocoa supply chain. WCF's members include cocoa and chocolate manufacturers, processors, supply chain managers, and other companies worldwide, representing more than 80 percent of the global cocoa market. WCF's programs benefit farmers and their communities in cocoa-growing regions of Africa, Southeast Asia, and the Americas. For more information, visit www.worldcocoafoundation.org.

Position Summary:

This position provides critical data management and data analysis technical support for the monitoring and evaluation, learning team to accelerate results across WCF's cocoa sector sustainability work. The Manager is a key member of the M&E team, with accountability for coordinating member companies and delivering results in data collection, analysis, reporting and learning. The Manager will also support in the deployment of a standard M&E practice and digital system across WCF. This role will also build capacity of company members and partners in data collection, analysis and reporting including Government agencies and represent WCF externally in M&E focused forums.

Position Details:

This position is based at the WCF Washington, DC, office and will report to the M&E Director. Applicants must be authorized to work in the United States. The salary for this role will be commensurate with experience and position accountabilities. Applications will be reviewed on a rolling basis.

Role Responsibilities:**Future State WCF Global M&E System (20%)**

1. Lead in the development, testing and updating of future data collection templates
2. Share standard templates and measurement guidelines with all members to ensure consistent data collection and quality data
3. Support the design, updating and adoption of standard approaches for sampling, data collection methods, definitions, business processes, templates and tools, and KPI's to be used by member companies across all WCF initiatives

Data Collection, Analysis, Reporting, and Learning (55%)

1. Ensure all data is collected on time, is complete and validated for high data quality/rigor
2. Design and use an auto-data cleaning algorithm
3. Manage and communicate all data cleaning processes and coordinate correction of any data errors or gaps with members
4. Prepare final data sets for analysis
5. Conduct all data analysis for Cocoa Action and other WCF initiatives when required
6. Connect data with digital reports / dashboard for online data analyses including correlations and trends

7. Develop any offline reports after data analyses are completed including correlations when needed
8. Co-present company level data to companies in 1:1 meetings
9. Play a key role in the WCF learning agenda and learning events
10. Lead in the development, testing, and use of GIS (if needed) for data analyses and recommendations

Capacity Building (25%)

1. Lead in the development of training and standard system guidance materials including PPT, manuals, guides, code books and job aids
2. Maintain and update training materials on a regular basis
3. Lead the delivery of face to face and online training to data collectors, members and partners

Desired Skills/Qualifications:

- Must be a U.S. citizen or have the ability to work in the US without sponsorship
- Bachelor's degree, ideally with a math/economics/statistics focus; and minimum 7 years' relevant work experience; Master's preferred
- Strong practical experience in data science and monitoring and evaluation – including but not limited to: applied statistics, data analysis, developing, managing and reviewing data bases or user-oriented online applications; M&E processes
- High level skills with SPSS statistics software and day to day practical experience
- M&E Field experience and the collection of data or monitoring of agricultural, environmental, and/or social science data
- Knowledge of international development, sustainability and smallholder agriculture
- Developing and conducting trainings for technical or agriculture workers
- Experience in managing stakeholders; virtual meeting facilitation and workshop design
- Ability to quickly develop practical solutions to complex problems
- Effective team player, with the ability to work towards consensus among diverse views
- Ability to work independently and flexibly; A hands-on 'do-er' who identifies what needs to be done – engages others, and gets the work done; Outcome oriented
- Fluency in English required; high proficiency in French a plus
- Experience using GIS software and ESRI's ArcDesktop a plus

How to Apply:

Interested and eligible candidates are requested to upload their **cover letter** describing their interest in this role and **résumé** to: <https://worldcocoa.egnyte.com/ul/htfi2vbwNM>

Please address the letter to “Human Resources” and name your files using the following convention: ‘J.Doe Cover and ‘J.Doe Resume’. Applications will be reviewed on a rolling bases until position is filled. No phone calls please. Only shortlisted candidates will be contacted.