

ANALYST JOB OFFER

Join a fast growing humanitarian consultancy with a strong social mission and [values](#) in a dynamic environment.

I. Key Aid Consulting

Key Aid Consulting is an agile international consulting group based in France and established, by humanitarian professionals, in 2017. Our activities have expanded and we are now a diverse core full time team of about 10 professionals with a network of more than 30 trusted associated consultants. Our services focus on improving assistance to crisis-affected households around the world, notably via the harnessing of lessons learned and use of evaluations.

Key Aid Consulting is one of the sole consultancy groups specialised in the provision of cash and market-based programming in humanitarian settings, including in complex environments. We strongly believe that cash and market-based solutions are not just the new trend in the sector, but that they truly possess the potential to change the way we deliver aid in general. Beyond cash assistance, we work on other hot topics, such as localisation, partnerships, food security and livelihoods to name a few.

Our consultancy projects span across evaluations, and more broadly about M&E, research, guidance and tools development as well as adult learning. Through research, evaluations, tools and guidance development as well as capacity strengthening, we are committed to the design and delivery of high-quality projects. Key Aid Consulting is a CaLP member and a CaLP-accredited training partner organisation who also delivers its own training curricula.

We manage consultancy projects across the globe and work with several types of clients, including governments, international organisations and International NGOs. We also have several partnerships with academic institutions (SciencesPo Paris and Manchester University).

As our activities are growing, we are looking for an analyst for our Paris office.

II. Job Purpose

The analyst contributes to the achievement of Key Aid's missions by supporting Project Managers, as well as Senior Consultants with data collection, coding, analysis and editorial work. The Analyst is also involved with business development.

As an analyst, you will spend about 30% of your time travelling. From one day to the next you might be in Indonesia, participating in primary data collection with earthquake affected households; in Paris, attending one of our cash training, helping with facilitation and logistics or working with a research institute on a review of evidence.

You will interact with all the team members; as we are working on a project basis as opposed to a vertical structure, you will have the possibility to be managed by a wide range of people. You will also be encouraged to take on responsibilities for some consultancies.

This role provides a genuine opportunity to grow in the company and in the humanitarian sector.

III. Key Responsibilities

Project implementation

- Participate in the delivery of Key Aid products through the collation, coding and analysis of secondary and primary data
- Support the organisation of primary data collection by the Project Manager or Senior Consultant
- Participate in the design and implementation of evaluation and research methodologies (qualitative, quantitative, mixed methods)
- Provide inputs to Key Aid deliverables (final report, inception reports, presentations)
- Ensure Key Aid deliverables have consistent branding and identity
- Ensure Key Aid products are edited to the highest standards: review and edit Key Aid deliverables and maintain regular contact with professional editors as necessary
- Ensure Key Aid products are translated if needed: translate Key Aid products and maintain regular contact with professional translators as necessary
- Support the disseminations of Key Aid products by providing summary text and tag lines for use on Key Aid website and social media platforms such as Facebook and Twitter, and on occasion, carrying out dissemination activity via social media.
- Using acquired skills, provide support to new Analysts with briefings, assistance and on the job training
- Undertake short (between 1 to 3 weeks) field deployments to support primary data collection
- Support colleagues in the field for primary and secondary data collection and coding
- Conduct daily monitoring of suitable tenders and business opportunities and share those with the rest of the team
- Support where necessary the writing and development of proposals

IV. Profile

We are looking for a flexible, agile and kind individual with a strong sense of ethics. Working in a small and dynamic organisation motivates you, and you are appealed by the idea of “do it yourself”. You have the right to work in France.

While we remain flexible on the academic background of applicants, we expect the following technical and people skills, which will be tested during interviews, should your profile be short listed.

Technical skills

Analytical and synthesis skills. You have the capacity to process a large amount of data and turn it into straight to the point and easily understandable analysis. You have already contributed to the analysis of data sets via excel, or another software (R, SPSS, Stata).

Writing skills: You write sharp and intelligible documents, reports and blog articles, using no jargon and minimum acronyms. You are a native English speaker able to work in a second language (Spanish, Portuguese, Arabic or French). Ideally, you've already drafted a proposal to a donor, an evaluation or an assessment report.

Humanitarian arena knowledge. You have a good understanding of the humanitarian arena (e.g. coordination system, IASC, Grand Bargain). You have at least 6 months' work experience in the humanitarian sector and have travelled in volatile contexts before. You have a basic understanding of cash and voucher assistance, having ideally completed the CaLP E-learning on cash fundamentals.

Strategic planning. You're able to set a direction for yourself and communicate it effectively. Yet, you can remain flexible and adapt to changing demands as needed. You're an analytical thinker and enjoy solving problems.

Time management: You are able to deliver analysis and reports against a set deadline. You are good at managing your time and not stressed by hard deadlines.

Client focus. You are a warm and empathetic individual who understands how to build lasting positive relationships with people based on trust, respect, and reliability. You understand what it takes to participate in open bids and land large scale contracts.

IT skills: you have very good command of Microsoft office and are not scared of trying to find answers on your own as to why this funny little title would not format as nicely as the rest of the document...You are well versed in Excel and are not afraid to try new formulas if it means saving you (or the rest of the team) time.

People skills

Make it happen. You have a hands-on, can-do attitude and have the drive to dig deep into problems to discover pain points and solutions from multiple perspectives, and resilience to stay focused on a deal to the end.

Commitment. You are passionate about our mission and truly believe in its impact. You know how to manage your time, when to ease off vs. when to go give it all and go the extra mile.

Ethics. You have a strong moral grounding and will not compromise on values under any circumstances.

Genuine Curiosity. You have a desire to think innovatively and explore how different perspectives and partnerships blend together to create the bigger picture and context.

High prioritisation and organisational skills. You understand time is our most valuable resource and can manage it strategically to achieve maximum impact for our beneficiaries.

Attention to detail. You understand the importance of high-quality output and are ready to spend sometimes make sure everything is where it is supposed to be.

Communications. You are an outward looking, confident communicator, in writing and verbal form. You have the ability to appropriately adapt your message to your audience, listen patiently, and ask thoughtful questions.

Teamwork. You are independent and reliable, but are also quick to ask for and extend help to others. You thoroughly enjoy working in a small, agile, fast-paced team.

V. Conditions

Open-ended contract starting from January 4th 2021 (flexible by a month or so). Salary in between 28,000 and 35,000 Euros gross per annum plus bonuses.

We offer flexible working arrangements with up to 50% remote work and opportunities for career development and learning.

VI. Application

To apply, submit:

- Cover letter: stating your interest in the post and sharing your view on what you think are the three key questions humanitarians will have to tackle in the coming 5 years. Cover letters will be read carefully as they form a key part of the application.
- Updated CV and sample of relevant work or publications.

Applications should be sent by email before 5 pm Paris time on November 19th, 2021 at recruitment@keyaidconsulting.com. The email object should state: **Analyst application**.

Incomplete applications will not be reviewed.

Only shortlisted candidates will be contacted.