**Student Assistant IT and Data Science (J1903RA)**

The Center for Evaluation and Development (C4ED) in Mannheim is the leading research center in Germany for large-scale data collections, household surveys, impact evaluations and statistical analysis in Africa, Asia, and Latin America. The center strives to reduce poverty and underdevelopment in poor developing countries through the use of evidence-based policy making and data analysis. We conduct large-scale surveys for the World Bank, UNICEF, World Food Programme (WFP), Green Climate Fund (GCF), International Labour Organization (ILO), International Funds for Agricultural Development (IFAD), German, Swiss and Dutch Development Aid Ministries and other organizations. We implement impact evaluations and data analysis in more than 50 countries in Africa, Asia, and Latin America, including household surveys with up to 200 000 households, using modern data collection tools and survey solutions.

We are hiring student assistants to provide IT support for our team, including administrating and developing the Information Technology infrastructure of the Center. Tasks will include:

- Development of a searchable database providing information on C4ED’s projects and survey activities, e.g.
  - Questionnaires
  - Manuals and training tools for data collection
  - Data quality tools
  - Reports
  - Names, contact details and assessments of survey staff (enumerators/supervisors)
  - Survey data
- Data warehouse development for C4ED’s operational activities
- Supporting the development of data encryption guidelines
- Development of an e-learning platform granting (gated) access to capacity building material, like text files or videos, and allowing to monitor who accesses the platform

*The tasks will also include the administration of the local IT system, among others:*
- Assist with administrating O365 Tenant
- Help staff with IT-related problems in a timely fashion
- Set-up hardware and install software
- Help with setting up the IT infrastructure
Your profile
You are a student or graduate (Bachelor or Master) of Data Science, Information Technology or other computer sciences. You are enthusiastic and motivated to gain hands-on experience in a vibrant research institute in international development. You feel comfortable with working independently in dynamic settings and communicating in teams. You have documentable organizational and planning skills. You have a strong command of English. You could start working at the beginning of 2019 for around 20-40 hours per month.

We are looking forward to receiving your application, including a very short cover letter, your CV and your Transcript of Records and certificates (if available) to application-froelich@c4ed.org. Applications will be evaluated on a rolling basis.