



Qualitative Coding Officer

Terms of Reference

Position Overview: We are seeking a highly skilled and experienced Qualitative Coding Officer to lead and manage our coding team. The Qualitative Coding Officer will play a crucial role in overseeing the work of Coding Analysts, ensuring the quality and accuracy of qualitative coding, and contributing to the success of our research and data analysis efforts. The ideal candidate will have a strong background in qualitative coding, exceptional leadership skills, and the ability to maintain the highest standards of data integrity and research ethics.

Project Overview:

Through scale-up of the HER Lab Model, a consortium of partners led by Global Give Back Circle and supported by Circle Group Limited, Samburu Girls Foundation, and Perur Rays of Hope will implement Global Give Back Circle programming designed to increase participation in dignified and fulfilling work for young women in rural Kenya.

The Global Give Back Circle HER Lab Model is a holistic economic empowerment, skills development, and poverty alleviation project targeting Kenya's most marginalized adolescent girls and young women through a holistic workforce readiness and entrepreneurship program. By promoting both workforce/entrepreneurship skills development and personal development, the HER Lab model is a structured pathway to dignified and fulfilling work – and to empowering girls and young women to become advocates, tell their stories, become leaders, and nurture the next generation.

This project is unique in its scope and reach: it reaches Kenya's most marginalized girls and young women and provides more holistic and comprehensive programming than other similar projects. This position is a chance for candidates to engage in novel, unique, cutting-edge program implementation in gender empowerment.

This position will contribute to the Monitoring, Evaluation, Research, and Learning team, whose overall program contributions involve program monitoring and tracking, internal and external reporting, continuous learning and evidence-based program improvement, participant engagement, and stakeholder engagement. This position will be remote based.

Key Responsibilities:

1. Team Leadership and Management:

- Lead, mentor, and provide guidance to a team of Coding Analysts, fostering a collaborative and supportive work environment.



- Oversee the day-to-day activities of the coding team, including task assignments, workload management, and performance evaluations.
- Ensure team members are adequately trained and have access to necessary resources.

2. Quality Assurance:

- Conduct regular quality checks and reviews of coded data to ensure accuracy, consistency, and reliability.
- Implement and maintain coding standards and protocols to align with research objectives and data analysis goals.
- Address coding discrepancies and provide guidance to Coding Analysts on coding challenges.

3. Data Analysis and Interpretation:

- Collaborate with the research team to analyze qualitative data, identify key themes, trends, and insights, and contribute to the interpretation of findings.
- Assist in the development of coding frameworks and methodologies tailored to specific research projects.
- Prepare comprehensive reports and summaries of qualitative analysis for internal and external stakeholders.

4. Participant Safeguarding:

- Uphold and enforce ethical standards for data handling, including participant consent and confidentiality.
- Ensure that coding procedures and practices adhere to ethical guidelines and research protocols.
- Liaise with ethics review boards or committees as needed to address ethical considerations.

5. Documentation and Reporting:

- Maintain accurate and organized records of coding processes, decisions, and revisions.
- Create and maintain detailed documentation of coding methodologies and best practices.
- Contribute to the preparation of research reports and presentations by providing qualitative insights.

6. Collaboration and Training:

- Collaborate closely with researchers, project managers, and other stakeholders to align coding efforts with research objectives.



- Provide training and ongoing support to Coding Analysts, ensuring their professional development and adherence to best practices.
- Serve as a resource for colleagues seeking guidance on qualitative data analysis.

Qualifications:

- Bachelor's degree in a relevant field (e.g., social sciences, psychology, anthropology) is preferred.
- Extensive experience in qualitative coding and analysis, including prior leadership or supervisory roles.
- Proficiency in qualitative coding software (e.g., NVivo, Atlas.ti).
- Strong understanding of ethical research practices and participant safeguarding.
- Exceptional attention to detail, accuracy, and quality in qualitative coding and analysis.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Strong organizational and project management skills.
- Familiarity with relevant data privacy regulations and guidelines is advantageous.

Important Notice: We do not charge any fees at any stage of the recruitment process. Additionally, we bear no responsibility for any loss or fraudulent activities resulting from third-party actions. Applicants are advised to remain vigilant and report any suspicious requests.

How to apply:

- Submit your application for this position [here](#).