



Data Officer

(under Convention d'Immersion Professionnelle – CIP)

Location: The position is based in Brussels, where the International Office is located.

Conditions: CIP contract (*Convention d'Immersion Professionnelle*), six months, full-time, compensation of 1.095€, plus meal vouchers and travel allowance. Possibility of extension for an additional 6-month period, subject to standard CIP renewal conditions and organisational needs.

(CIP contracts are open to job seekers, European Union nationals, and non-EU nationals with a work permit. It is not available to students as part of their studies.)

Starting date: mid-September 2026.

Application deadline: 23rd August 2026.

Peace Brigades International (PBI) protects and supports human rights and environmental defenders to advocate and secure change for their communities and our planet. Our unique model combines 45 years of locally rooted presence across multiple regions, with access to an extensive international network, delivering vital support. We believe that lasting transformation for (climate) justice cannot come from the outside but must be based on the capacity and strategies of the defenders. Our model is based on holistic protection in order to amplify and sustain the impact of their work. We contribute to a strong civil society infrastructure by accompanying their struggles, building and sharing the tools, tactics and networks necessary to prevent threats, reduce risk, and influence decision-makers.

This position is based in PBI's International Office in Brussels, which is coordinating the global organisation. The Data Officer reports to the Impact Monitoring Manager, with a dotted line to the senior management.

Main reference training and learning objectives are:

- Compile, manage and report on global data in close collaboration with Impact Monitoring Manager
- Enhance current systems and procedures for operational global data collection
- Support local teams and the International Office in data provision and impact reporting

Key Responsibilities

Technical Skills

- Advanced Excel (formulas, pivot tables, data validation) to build master data files, consolidate input from country entities, and flag duplicates
- Data visualisation and storytelling with data (Canva, Flourish, Sankey)
- Build solutions using free/low-cost tools when needed (preferably self-hosted, open source)

Data Audit, Mapping & Quality

- Map data sources: location, ownership, format, and duplication issues
- Assess how each entity collects, stores and reports data, including use cases
- Conduct gap analysis and recognise when data is unreliable enough to require flagging
- Identify 2–3 priority metrics that cut across entities (shared impact indicators. E.g.: reduction in reporting turnaround time for all country entities, reduction in average data consolidation, etc.)
- (where applicable) Manual data cleanup and standardisation
- Merging datasets from different sources
- Identify and resolve duplicate records
- Build and maintain master lists/files

Process Improvement & Redesign

- Identify opportunities to eliminate duplication, and create reconciliation processes to catch errors
- Design standardised templates that work across diverse programs
- Propose phased implementation of future (data) projects
- Support leadership on (alternative) tools for the centralisation of data in a database, CRM, or other infrastructure, including implementation

Specifications

- Commitment to PBI's core values and mandate
- Passionate about working at the intersection of human rights, environmental sustainability, climate justice, and activism
- University degree in relevant subject or equivalent work experience
- Affinity for data management and IT solutions; proficient in using Excel
- Excellent oral and written communication skills in Spanish and English
- Strong attention to detail and commitment to quality
- Appreciates diversity and thrives in a global, multilingual team environment

- Proactive and self-motivated, with a positive and can-do attitude
 - Political and social sensitivity
 - Persuasion: achieve outcomes without formal power
 - Ability to get buy-in from entities with competing priorities
 - Ability to translate tech language for non-technical people
 - Clear documentation on changing processes and procedures
 - Provide ongoing support with training teams in adhering to new tools, processes, and procedures
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Our offer

- Warm and highly motivated international team
 - Flexible working hours
 - Pro-rata 20 legal days holidays + 8 extra-legal days per year
 - Meal vouchers and transportation allowance
 - Menstrual leave
 - Further learning opportunities
 - Horizontal organisational culture
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Join us!

We encourage highly motivated individuals from all backgrounds to apply, even if they do not meet all the specified criteria. Our commitment to diversity and inclusion is paramount, and we welcome applications from people of any gender identity, ethnic background, nationality, social background, religion, age, and those with physical or mental conditions or any other individual characteristics.

We are looking forward receiving your application (Motivational letter and CV to recruitment@peacebrigades.org) by August 23rd and are assessing applications on a rolling basis. The selection process will include a virtual interview and may include a short exercise. The starting date is mid-September. Please note that only shortlisted candidates will be contacted.