

## Job Title: Data Quality Officer

**Location:** Toronto, Canada (Only candidates who are eligible to work legally without work visa sponsorship in Canada will be considered.)

**Contract Type:** Part-time (20 hours a week), 9-month fixed term contract until end of December 2026

**Hiring Salary:** CAD 55,994 per annum FTE (adjusted salary prorated based on 20 hours a week for 9 months will be CAD 20,997, before tax)

**Target Start Date:** April 2026

**Application Closing Date:** March 11, 2026, 23:59 EST

This job advert is for an existing vacancy.

### About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

For more than 10 years, Right To Play has partnered with Indigenous First Nations, Inuit and Métis communities and organizations across Canada, to deliver community-driven, culturally relevant, play-based programs. More information on our Indigenous Programs is available [here](#). You can also find out more about the communities we supported in 2024 from [here](#).

### Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)
- Paid leaves (15 days annual leaves and 3 personal days per year for full-time, pro-rated for part-time employees)
- Learning opportunities and 5 learning and development (L&D) days per year (pro-rated for part-time employees)
- More information on what we offer is available on [our website](#).

**Application Method:**

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/231041-data-quality-officer-part-time/1046016-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

**As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer.** More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). **All information provided will be treated confidentially and used only to provide an accessible candidate experience.**

**Job Description:**

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| <b>Job Title:</b> Data Quality Officer                         | <b>Grade:</b> 5  |
| <b>Reports to:</b> Monitoring, Evaluation and Learning Manager | <b>Location and Department:</b> Toronto, Canada (Hybrid) |
| <b>Direct Reports:</b> N/A                                     | <b>Department:</b> MEL                                   |

**1-Purpose:**

The Data Quality Officer supports the design, implementation, and management of country-level Monitoring, Evaluation and Learning (MEL) systems, enabling evidence-based program planning, reporting, and decision-making to enhance program impact and learning across the organization.

## **2-Accountability & Responsibilities:**

- **Support the management and mobilization systems for country-level programs data** to ensure timely and accurate tracking of program outputs and outcomes, including contextual adaptation of tools and integration of secondary data sources. (45%)
- **Support the analysis and reporting of quantitative and qualitative data** to generate actionable insights and contribute to program learning and continuous improvement. (25%)
- **Strengthen MEL capacity within the country office and with community partners** by supporting training initiatives, workshops, and systems development. (15%)
- **Facilitate the use of MEL findings in country-level planning and decision-making** by producing accessible summary materials and delivering presentations. (15%)
- **Perform other duties as assigned.**

## **3-Scope (geographical and/or functional), Impact and Autonomy**

The incumbent is responsible for supporting measurement and management for country programs output and outcomes, which includes monitoring & evaluation data for Indigenous community program partners across Canada. The role is responsible for planning their own work priorities subject to oversight of the MEL Manager.

## **4-Leadership and Staff management**

This role does not include direct supervisory responsibilities but exercises **leadership** through cross-team coordination and capacity-building efforts.

## **5- Information requirement for decision-making**

To perform effectively, the Data Quality Officer requires access to program output and outcome data, secondary data sources and MEL tools and frameworks. This information is readily available through Right To Play's monitoring and evaluation systems and data collection platforms. This position will have access to monitoring & evaluation platforms, including Delta Monitoring System, SurveyCTO, and Dedoose. Training on these platforms will be provided.

## **6-Innovation and Improvements**

The role contributes to **continuous program improvement** by identifying evidence-based learning and contextual challenges in MEL processes. Innovations are incremental, including adaptation of measurement tools and systems to Indigenous contexts or improving data quality checks. High-level changes to MEL strategy are coordinated with and approved by the country office MEL Manager.

## **7-Relationships & Communications: Internal / External:**

Internally, the Data Quality Officer collaborates with country office staff including programs, training, and curriculum teams. The Data Quality Officer will work closely with the country-office MEL Research Officer and MEL Manager, as well as collaborate with global MEL teams. Externally, the Data Quality Officer engages with program partners through training, evaluation support, and summaries of program data.

### 8-Expertise (Certifications / Education, Professional Experience and Language)

- Post-secondary diploma or undergraduate degree in Monitoring and Evaluation, Indigenous Studies, Social Sciences, or a related field.
- 2 years of experience working in monitoring & evaluation or research. 1 year of experience working with Indigenous Communities is an asset
- Excellent working knowledge of Microsoft Excel
- Experience managing quantitative data and ensuring data quality.
- Knowledge of Indigenous Methodologies and youth programs and the non-profit sector are desired.
- Excellent written and spoken English

### 9-Core Competences

- **Collaboration:** Works effectively across the MEL team, programs team, and program partners, while contributing to overall program success.
- **Growth Mindset:** Embraces learning and feedback while aiming to adapt data management practices to better align with principles of Indigenous data sovereignty.
- **Resilience:** Manages multiple deadlines, responds to timely reporting requests, and maintains attention to detail in repetitious work while managing a substantial quantitative data set.
- **Professionalism:** Maintains confidential community and participant data and approaches data management challenges with a problem-solving attitude.
- **Management and Interpersonal Skills:** Provide clear direction and feedback to programs team members around monitoring & evaluation processes or requirements.

### 10-Additional Information

The incumbent's job may require occasional travel within Canada to partner communities and support events as needed. The role requires concentration and attention to accuracy, including careful management and verification of data, as well as timely reporting. Work involves attention to deadlines and some repetitious tasks in an open-minded environment.