

Terms of Reference

ASSESSMENT MANAGER

We currently have a number of open positions for Assessment Manager roles across the Middle-East and North Africa, seeking young professionals who are eager to work in a dynamic organization which will give you the opportunity to build management skills whilst overseeing assessments which inform the humanitarian sectors programming and decision making.

Department: IMPACT
Position: Assessment Manager
Contract duration: 6 months
Location: Middle-East and North Africa
Starting Date: ASAP

CONTEXT AND OVERVIEW

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland, which specialises in data collection, management and analysis in order to support humanitarian action. IMPACT is a sister organization of ACTED, an international NGO whose headquarter is based in Paris and which is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly to benefit from ACTED's operational support on its countries of intervention.

This Assessment Manager position could be based in a number of areas of operation including Jordan, Turkey, Iraq and Lebanon and may include regular travel. Team size across the region varies, as well as the types of projects. Typically, projects involve working closely with clusters and working groups, multi-sectoral, informing their programming through research and assessment activities. The role necessitates a high level of external engagement, the ability to influence and drive processes, whilst also managing the internal running of operations. The Assessment Manager is expected to oversee teams, workplans, donor relations, new proposals and projects, technical design of inputs and review and publication of assessment outputs. Technical backstopping and support is provided by the IMPACT Geneva HQ team. Past experience in one or more of the aforementioned areas is not essential although highly desirable. At minimum, management experience, awareness of the humanitarian sector, and a desire to learn technical skills in assessments, monitoring and evaluations is required. This is an exciting opportunity to work in a complex region on refugee and IDP response, including protracted and on-going conflicts in which the situation is highly dynamic.

FUNCTIONS

Under the supervision of management at the field and Geneva level, the Assessment Manager is responsible for the management and implementation of assessments in the country of operation, including their preparation, implementation and follow-up. He/she is also responsible for related logistics, partner coordination, and reporting and finance requirements and will be required to provide input to the strategic development of programs.

In his/her mission, the Assessment Manager will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

Responsibilities

The Assessment Manager is responsible for:

- Leading and managing the design and implementation of assessment strategies and research cycle in monitoring and assessments.
- Overseeing that assessments are planned and implemented in a structured and coherent manner, in line with project and program objectives and with research cycle and other relevant guidelines.
- Approval of research TORs by management (including Geneva HQ), making sure these are also understood and used by assessment staff and stakeholders, and updated as required.
- Ensuring the timely and high quality implementation of data collection, including guaranteeing each staff member is properly trained and data cleaning mechanisms are in-place and functional during the data collection cycles.
- Overseeing the writing of timely and accurate assessment reports and factsheets, which comply with HQ guidelines.
- Assuring the implementation of workplans and deadlines.
- Ensuring that the quality of all team products. This involved reviewing all products prior to Geneva review, with final accountability for the presentation, quality and content of products.
- Leading the development/revision of assessment / program strategies, reports or new proposals.
- External representation with Partners.
- Other tasks falling within his/her functions as requested by supervisors.

Confidentiality

The Assessment Manager will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to or collected during his/her assignment.

Requirements

- Excellent academic qualifications, including a Master degree in relevant discipline;
- At least 2 year of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes;
- Field/humanitarian experiences needed, in monitoring and evaluation, NGOs, or other similar relevant sector;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in the Middle-East and North Africa region is desirable;
- Fluency in English required;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Ability to work independently and manage people remotely.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package

HOW TO APPLY

Please send, in English, your cover letter, CV, and three references to jobs@impact-initiatives.org

Ref: 17/MER/AM01

Please **indicate the reference** in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>