

REACH ASSESSMENT OFFICER IN NIGER

IMPACT Initiatives is a humanitarian international NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. This is a joint initiative of ACTED, IMPACT Initiatives and the UN Operational Satellite Applications Programme (UNOSAT). REACH was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing. For more information visit: www.impact-initiatives.org

We are currently looking for an Assessment Officer in Niger to support the REACH Initiatives team.

Title: REACH Assessment Officer

Duration: 6 months

Start date: ASAP

Location: Niamey - Niger

POSITION PROFILE

Under the supervision of the Country Coordinator and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the management and implementation of REACH assessments in country, including their conception, preparation, implementation and follow-up. He/she will also be responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in country and region, if relevant.

Summary

The REACH Assessment Officer shall be responsible for:

- Design and implementation of REACH assessment strategies and methodologies, in coordination with the REACH Country Focal Point ;
- Management of REACH assessment field staff to ensure a smooth and timely implementation of data collection activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives and donor expectations;
- Coordination of timely and coherent data collection, cleaning and analysis;;
- Writing of timely and accurate assessment reports and other result outputs in line with donor requirements and according to REACH quality standards;
- Supporting the development and revision of assessment and programme strategies and new project proposals;
- Liaising with programme staff of other ACTED departments to ensure close coordination and information sharing is maintained;
- External representation of REACH with donors, partners and the wider Aid Community through clusters and sectoral working groups, in coordination with the REACH Country Focal Point and IMPACT HQ;
- Coordinate timely and accurate reporting to IMPACT HQ.

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

The REACH Assessment Officer is responsible for designing the methodology and tools associated with planned and ongoing assessments, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of REACH and projects specific assessment activities conducted in country. In operations in which REACH is a project component of a wider ACTED intervention, the REACH Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and ensure that activities are properly coordinated and implemented as per the Project Cycle Management.

The REACH Assessment Officer shall manage logistics, financial, administration and HR processes directly related to REACH and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in all REACH interventions.

- Objective 1.2: Implementation

The REACH Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of new assessments, management of databases and conception of new assessment tools with the REACH team. This will specifically include designing of data collection tools (household surveys, focus groups, and more); development or review of databases; and analysis of assessment data to contribute to reports and other results outputs.

- Objective 1.3: Coordination

The REACH Assessment Officer shall provide technical support to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required REACH input to ACTED projects for added-value.

The REACH Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments. The REACH Assessment Officer shall liaise with other REACH Officers in country and the region and throughout IMPACT Initiatives' and ACTED's networks provide and receive technical support in the expansion of REACH globally.

2. REACH REPORTING

The REACH Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats and adhering to established internal quality standards..

The REACH Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. He/she will ensure that assessment reports contribute to aid evidence-based coordination and planning and add to the general base of field knowledge in country to inform programming and activities of humanitarian actors in Niger.

He/she will manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

The REACH Assessment Officer will be responsible to store, organize and disseminate assessments, project documents and best practices among ACTED and IPs. He/she will coordinate timely and accurate reporting to IMPACT Headquarters.

3. REACH HR MANAGEMENT

The REACH Assessment Officer is responsible for day-to-day management of project and field staff both directly and remotely. He/she is expected to guide and direct REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her. The REACH Assessment Officer will be required to take the lead in the recruitment of REACH national assessment staff in coordination with the ACTED HR Officer. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews in coordination with the REACH Country Focal Point.

The REACH Assessment Officer will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

4. REPRESENTATION

Representation of ACTED/REACH in cluster and multi-sector meetings/ technical working groups in country and follow-up on technical issues identified. This specifically will include liaising with external partners to identify potential for improvements of existing IM efforts to strengthen and support the coordination of the broader humanitarian community.

The REACH Assessment Officer may further represent ACTED/REACH vis-a-vis current and potential donors in coordination with the REACH Country Focal Point and communicate relevant information to him and the ACTED Project Development Manager and Country Director. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level.

More generally, the REACH Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in a relevant discipline;
- 1 year of relevant working experience, preferably in information management and in humanitarian settings;
- Excellent communication and drafting skills in French for effective reporting;
- Excellent analytical skills;
- First team management experience;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Fluency in French required and English an asset;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- Ability to operate SPSS or related statistical programming an asset;
- Ability to work independently and in high-pressure environments;
- Willingness to work in field conditions

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

Application documents: Curriculum Vitae, cover letter and three references

Submit applications to: jobs@impact-initiatives.org

REF: 17/NIGER/AO02

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