

REACH YEMEN ASSESSMENT OFFICER

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

We are currently looking for a REACH Yemen Assessment Officer to support our REACH team in Sanaa, Yemen.

Department: REACH
Position: REACH Yemen Assessment Officer
Contract duration: 6 months
Location: Amman, Jordan / Sana'a, Yemen

COUNTRY PROFILE

The Yemeni political crisis deteriorated after the resignation of the previous president of Yemen, Ali Abdallah Saleh, in 2012 following growing opposition to his 3-decade long rule. The power vacuum that emerged under his successor, Abdrabbuh Mansour Hadi, and growing disputes between tribal leadership eventually led to an insurgent capture of Sana'a and key areas of the Eastern/ Northern parts of Yemen in 2014/2015 by the Shia Ansar Allah (Houthi) movement. President Hadi and key government members resigned in early 2015 in response, the Houthi dissolved parliament and instated the revolutionary committee. The new Houthi government is not internationally recognized, while controlling large sections of the country. The government in exile remains based in Aden in the south, amid renewed calls for southern cessationism, and retains the recognition of most international governments. Since March 2015 Saudi Arabia has instigated a much-criticised campaign of airstrikes in Yemen against Houthi positions. The highly volatile security situation and political instability which has been affecting Yemen has caused over the two past years large waves of internal displacement and migration toward other countries. Armed conflict has spread rapidly, with devastating consequences for civilians.

According to HNO 2017 an estimated 18.8 million people in Yemen need some kind of humanitarian or protection assistance, including 10.3 million people who are in acute need, and more than 3 million are internally displaced as a result of conflict and ancillary exacerbation of environmental shocks and decline in livelihoods. An estimated 17 million Yemenis are food insecure according to the Integrated Food Security Phase Classification (IPC); the population falling into the Emergency and Crisis phase has increased by 20 percent since June 2016. De-facto authorities in the Yemeni capital of Sanaa declared a state of emergency on 14th May after an outbreak of cholera. The humanitarian response to these needs has been limited by many factors including insecurity and access due to conflict, which further hamper access to reliable information and monitoring needs of affected population on a regular basis.

Since October 2016 REACH is working in support of the humanitarian community in Sana'a and Amman, especially in close collaboration with OCHA and the clusters, with a view to informing decision making and key humanitarian milestones. Among others, REACH supports humanitarian partners with:

- **Analysis capacity and support to the coordination mechanisms**, namely within the framework of the Humanitarian Needs Overview and the Humanitarian Response Plan for Yemen;
- **Primary data collection capacity** to strengthen the availability of evidence as a base for decision making, response planning and delivery;
- **Information Management support** to partners, based on jointly identified needs and priorities.

During first 10 months of intervention REACH supported HNO 2017, conducted number of analysis based on available secondary data, inform humanitarian community on risk associated with rainy season, as well as has been working with number of partners on launching country-wide data collection to inform cash-based programming. In coming months, the ongoing activities will be continue to inform HNO 2018, and extended by development of Early Warning System for Floods in cooperation with UNOSAT, sector-specific data collection, remote-sensing based damage analysis and more.

FUNCTIONS

Under the supervision of the ACTED Country Director and IMPACT HQ in Geneva, the REACH Yemen Assessment Officer is responsible for the management and implementation of all REACH assessments in country, including theirs 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 Yemen Assessment Officer shall be responsible for:

- In coordination with REACH Regional Managers, design and implement REACH assessment strategy and methodology in Yemen;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Management of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS/DB team, mapping of datasets, ensure that all collected data are geo-referenced;
- Writing of timely and accurate assessment reports and factsheets;
- Works closely with GIS/SB team in country;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Liaising with programme staff of other ACTED departments to ensure close coordination and information sharing is maintained;
- In coordination with REACH Regional Managers, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Coordinate timely and accurate reporting to IMPACT Headquarter.

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

The REACH Yemen Assessment Officer is responsible for designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of all REACH and projects specific assessment activities conducted in country. The REACH Yemen 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.

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

- Objective 1.2: Implementation

The REACH Yemen Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment, database and GIS tools with the REACH team. This will specifically include, with the GIS/DB team, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures and mapping thereof through ARC GIS and other ESRI products in particular; and analysis of spatial and other information to contribute to reports and the like.

- Objective 1.3: Coordination

The REACH Yemen 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 Yemen 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 Yemen Assessment Officer shall liaise with other REACH Officers in the region and throughout IMPACT Initiatives' and ACTED's networks to provide and receive support in the expansion of REACH globally.

2. REACH REPORTING

The REACH Yemen 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. He/she will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant.

The REACH Yemen 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 coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

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

The REACH Yemen Assessment Officer will also store, organize and disseminate assessments, project documents and best practices. He/she will coordinate timely and accurate reporting to IMPACT Headquarter.

3. REACH HR MANAGEMENT

Staff Management

The REACH Yemen 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 Yemen Assessment Officer will be required to take the lead in the recruitment of REACH 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.

The REACH Yemen 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 in cluster meetings in other parts of the country. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

The REACH Yemen Assessment Officer will further represent ACTED/REACH vis-a-vis current and potential donors and communicate relevant information to 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 Yemen 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.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every ACTED staff member.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ At least 1.5 years of relevant working experience in humanitarian settings;
- ❖ 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;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Prior knowledge of the region an asset;
- ❖ Fluency in English required;
- ❖ Knowledge of Arabic is an asset;
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate SPSS or related statistical programming an asset;
- ❖ Ability to work independently.

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/YEMEN/AO

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

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