

Terms of Reference

RESEARCH DESIGN OFFICER IN GENEVA, SWITZERLAND (HQ)

IMPACT / REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which 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 research design; data collection, management and analysis; GIS and remote-sensing. For more information visit: www.impact-initiatives.org and www.reach-initiative.org.

We are currently looking for a Research Design Officer to join the IMPACT Initiatives team in Geneva, Switzerland.

Position:	Research Design Officer
Department:	Research
Supervisor:	Head of Research
Duration:	Open ended
Start date:	ASAP
Location:	Geneva, Switzerland

OVERVIEW

The Research Design Officer will be part of the IMPACT Research department, under the supervision of the Head of Research and supervising the Research Design Intern. The Research Design Officer will be responsible for the processes and outputs related to the Research Design Stage of IMPACT Research Cycles.

TASKS

The Research Design Officer shall:

- Advice IMPACT Country teams on all aspects of the Research Design Stage, in line with IMPACT Research Cycle guidance.
- Review research design materials and tools, including (but not limited to) Terms of Reference, Data Analysis Plans, Data collection tools.
- Lead development of research design materials and tools.
- Coordinate the workflow of the Research Design team.
- Ensure indicators are gathered and collated.
- Ensure key datasets are gathered, collated and analysed to inform research design.
- Ensure sufficient tracking of documents and tools.
- Lead, participate and contribute to meetings as appropriate.
- Ensure accurate filing of program and research documents.

- Liaise with field teams and other HQ departments to facilitate close coordination and information sharing.
- Provide other support to IMPACT / REACH Research Cycles as directed.

REQUIREMENTS

Required:

- ❖ Good academic qualifications, preferably a Master degree in relevant discipline (International Relations, Political Sciences, Social Research, Economics, Anthropology, Assessment, Monitoring & Evaluation or similar).
- ❖ Experience with qualitative and quantitative analysis, including descriptive and inferential statistics.
- ❖ Experience with qualitative and quantitative data collection.
- ❖ Experience in assessments, monitoring & evaluations in field research settings in an international context.
- ❖ Proven ability to manage processes and teams.
- ❖ Experience with mobile data collection platforms including xls coding.
- ❖ Familiarity with the humanitarian aid system.
- ❖ Attention to detail and commitment to producing high quality work.
- ❖ Openness to feedback and willingness to learn.
- ❖ Ability to manage time effectively and work in a fast paced, results oriented working environment.
- ❖ Ability to work independently, with initiative, and strong capacity to work in intercultural team.
- ❖ Fluency in English.

Desirable:

- ❖ Experience with qualitative analysis softwares such as NVivo, Atlas_ti, or similar.
- ❖ Experience with quantitative analysis softwares such as SPSS, R, STATA or similar.
- ❖ Fluency in French.

HOW TO APPLY

Please send, **in English**, your cover letter, Curriculum Vitae, and three references to: jobs@impact-initiatives.org

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

REF: 18/GVA/RDO01

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