

## CLUSTER SUPPORT ASSESSMENT OFFICER – DRC

### BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is 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 data collection, management and analysis, GIS and remote-sensing. For more information visit: [www.reach-initiative.org](http://www.reach-initiative.org).

**We are currently looking for a Cluster Support Assessment Officer for DRC (Democratic Republic of the Congo)**

<b>Position:</b>	<b>Cluster Support Assessment Officer (DRC)</b>
<b>Contract duration:</b>	<b>6 months</b>
<b>Location:</b>	<b>Roving inside DRC</b>
<b>Starting Date:</b>	<b>ASAP</b>

Under the supervision of WASH/Shelter DRC Cluster Coordinators, IMPACT Global Program Coordinator, and in liaison with IMPACT Global WASH/Shelter Assessment Specialists, the Assessment Officer will support the WASH and Shelter clusters in DRC to improve and strengthen coordination by enhancing the clusters' assessment capacity. As such, she/he will be in charge of implementing sector-specific assessments, ensuring WASH and Shelter are adequately represented in inter-sector initiatives, building assessment capacity of partners and clusters, as well as providing on demand assessment expertise.

Assessment Officer shall be responsible for:

- Implement sector-specific assessments in provinces affected by the L3 crisis.
- Ensure WASH and Shelter Clusters are adequately represented in multi-sector assessment activities.
- Enhance assessment capacity of WASH and Shelters Clusters' partners and staff
- Provide assessment support as needed to WASH/Shelter Clusters' partners and staff.

### 1. IMPLEMENTATION OF SECTOR-SPECIFIC ASSESSMENTS

Implement WASH and Shelter sector-specific assessments in provinces affected by the L3 crisis in order to enhance evidence-based planning

- Promote a broad participation of cluster members at all stages of the assessment by creating a broad sense of ownership.
- Lead the assessment design, including the development of appropriate methodologies, indicators, tools and analytical frameworks.
- Coordinate partners during data collection, define coverage, rationalize partners' contributions to avoid overlapping, and make sure that data is collected within agreed deadlines.

- Ensure data quality meets highest standards by following up data collection, tracking and centralizing submissions, as well as reviewing and cleaning data submitted by partners in real time.
- Leading data analysis and output production, including drafting of assessment factsheets, reports and other relevant information products.
- Support effective dissemination of assessment findings, by producing media contents, delivering presentations, promoting ad hoc PR events.
- Manage assessment-related finance, logistics, administration and transparency (FLAT), in compliance with ACTED, UNHCR and UNNICEF FLAT procedures.

## 2. SUPPORT MULTI-SECTOR ASSESSMENT INITIATIVES

Objective 2: Ensure WASH and Shelter Clusters are adequately represented in multi-sector assessment activities.

- Track and follow up on relevant multi-sector assessments initiatives including RRMP, DTM, and OCHA-led assessments, etc.
- Feedback on inter-sector indicators, methodologies, tools and analysis frameworks to make sure data collected by those initiatives is relevant and harmonized with sector-specific data collection exercises.
- Liaise with relevant clusters, including Nutrition, Health, Education and Protection to enhance synergies among assessment activities of the different clusters.
- Represent the clusters in inter-sector assessment platforms, including IM and assessment TWIGs, workshops and meetings.

## 3. BUILD UP ASSESSMENT CAPACITY OF PARTNERS

Objective 3: Enhance assessment capacity of WASH and Shelters Cluster partners and staff

- Design, organize and deliver trainings on data collection to support the participation of partners in cluster-led assessment initiatives and facilitate the adoption of the clusters' methodologies and tools.
- Design, organize and deliver trainings on assessment design and implementation to transfer assessment skills and knowledge both to partners and cluster staff in order to enhance the sustainability of assessment activities.
- Track and disseminate assessment capacity building opportunities organized by other clusters/organizations among the partners.

## 4. AD HOC ASSESSMENT SUPPORT

Objective 4: Provide assessment support as needed to WASH/Shelter clusters' partners and staff.

- Provide on-demand technical advice on assessment and support ad hoc analysis as requested by clusters' staff and partners.
- Implement Secondary Data Reviews (SDR) and build and maintain the clusters' assessment registry to facilitate SDR process.
- In coordination with IM focal points, support the development of country IM systems and processes which promote an effective use of assessment data.
- Keep track of development assessment initiatives and propose ways to better integrate development and humanitarian data.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline.
- At least 3 years of relevant working experience in humanitarian settings such as research, evaluation, assessments and programmes.
- Excellent analytical skills.
- Excellent communication and drafting skills for effective reporting.
- 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 DRC context is an asset.
- Fluency in French and English required;
- Ability to operation Microsoft Word, Excel and Project Management Software.
- Ability to operate InDesign, Tableau and SPSS or other related statistical programming is 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](mailto:jobs@impact-initiatives.org)  
Ref: 18/AOWASH/GVA

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

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