

REACH ASSESSMENT INTERN – ALL LOCATIONS

Position:	REACH Assessment Intern
Contract duration:	6 months
Location:	All locations
Starting Date:	ASAP

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.

FUNCTIONS

The REACH Assessment Intern is responsible for supporting the implementation of REACH assessments in country, including their preparation, implementation and follow-up.

1. REACH Assessment support to Implementation and Coordination

- Support to the assessment process

The REACH Assessment Intern will undertake desk research on key topics. Moreover, he/she will support designing the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will contribute to the planning, implementation, and follow-up of assessment activities. Along with the REACH Assessment Officer, the REACH Assessment Intern will support the monitoring of the data collection process to contribute to ensuring high quality and accurate information is collected in an appropriate fashion. Moreover, he/she will contribute to ensuring that the data is accurately incorporated into appropriate databases.

- Implementation

The REACH Assessment Intern 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 data collection tools (key informant interviews, household surveys, focus groups, and others); development or review of datasets and analysis of spatial and other information to contribute to reports, factsheets and other outputs.

- Coordination

The REACH Assessment Intern will contribute to internal coordination mechanisms. He/she will participate in coordination mechanisms as required by the REACH Manager, always making sure guidelines and action points are clear. When strictly required, the intern will represent REACH in external meetings.

2. REACH Reporting

The REACH Assessment Intern will contribute to consolidating all analyses and conclusions from each assessment into REACH outputs such as factsheets, reports and briefs using standard formats. This will include designing and creating appropriate data visualisations, using software such as Tableau and InDesign, as well as conducting analysis using Excel and SPSS. He/she will liaise with REACH assessment and field teams to ensure accurate analysis, as well as REACH GIS teams in order to represent data in interactive web map or static map format, as relevant.

3. Communication and Dissemination

The REACH Assessment Intern will contribute to the drafting and dissemination of REACH products through social media and internet platforms, as well as to REACH stakeholders, always under the supervision of the REACH Manager, and following REACH guidelines and procedures. The REACH Intern is also expected to contribute to the creation of a positive image and overall credibility of the organisation and among stakeholders working in country.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);
- Excellent analytical skills;
- Fluency in both oral and written English, with experience in report writing at a graduate or professional level and excellent drafting skills;
- Ability to quickly learn to effectively use a variety of programs to assist with data analysis and representation;
- Ability to operate Microsoft Word and Excel to a high level;
- Ability to work in a cross-cultural environment and strong capacity to work in intercultural teams;
- Flexibility and adaptability to work on different tasks;
- Ability to tight deadlines;
- Excellent team working and communication skills;
- Familiarity with the humanitarian aid system;
- Ability to work independently and with initiative;
- Ability to think creatively and use initiative to develop new tools and processes.

DESIRABLE

- Experience in assessments, M&E, field research, evaluations an asset; preferably in an international context;
- Experience with programs under Adobe Software package, in particular Adobe InDesign;
- Experience with programs used for data analysis and visualisation, such as Tableau, SPSS or other statistical programmes;
- Prior experience in field with humanitarian situation.

RENUMERATION

Field intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, food and travel costs, including return ticket and a luggage allowance of 50kg
- The provision of medical, repatriation and life insurance.

HOW TO APPLY

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

Ref: 18/ALL/RAI01

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

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