

## REACH ASSESSMENT OFFICER – NIGER

### BACKGROUND ON IMPACT AND REACH

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](http://www.impact-initiatives.org)

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

**Position:** REACH Assessment Officer

**Contract duration:** 6 months

**Start date:** ASAP

**Location:** Niamey - Niger

### POSITION PROFILE

Under the supervision of the Country Focal Point 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.

## **Responsibilities**

### **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 this process, the REACH Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and to 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 activities and liaise accordingly with relevant ACTED counterparts of supporting departments. 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 specifically includes 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 relevant ACTED departments in the preparation of new project proposals, the development of programme strategies, the implementation of project activities, and any other required REACH input to ACTED projects. The REACH Assessment Officer is responsible to timely and accurately support the 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 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 the larger objective of strengthening evidence-based coordination and planning within the humanitarian community 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 and organize collected data and to disseminate assessment outputs, project documents and best practices among ACTED and project partners. He/she will coordinate timely and accurate reporting to IMPACT Headquarters.

## Terms of Reference

### 3. REACH HR Management

The REACH Assessment Officer is responsible for day-to-day management field staff. He/she is expected to guide and direct national REACH staff and prepare and follow up on work plans with field teams. The REACH Assessment Officer will also support the recruitment of REACH national staff in coordination with the REACH Focal Point and the ACTED HR Manager. This will include the preparation of ToRs, the conducting of assessment tests and participation in HR interviews.

The REACH Assessment Officer will ensure that all field teams are comprehensively briefed on the objective and methodology of a given assessment and that the overall implementation strategy of a given activity is clearly understood. He/she will ensure that field staff are given the necessary training and project briefings to do so.

### 4. Representation

The REACH Assessment Officer is expected to represent ACTED/REACH in cluster and multi-sector meetings, as well as in technical working groups on country-level. 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.

More generally, the REACH Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation.

## REQUIREMENTS

- Excellent academic qualifications, including a Master degree in a relevant discipline;
- A minimum of 1 year of relevant working experience, preferably in information management in humanitarian settings;
- Excellent communication and drafting skills in French for effective reporting;
- Excellent analytical skills;
- 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 English is 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 hazardous 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

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# IMPACT Initiatives

### 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/NIG/A001**

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

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