

Terms of Reference

RESEARCH REPORTING INTERN IN GENEVA, SWITZERLAND (HQ)

IMPACT / REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including REACH, 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 Reporting Intern to support the IMPACT Initiatives team in Geneva.

Department:	Research
Position:	Research Reporting Intern
Supervisor:	Research Reporting Manager
Contract:	6 months
Start date:	ASAP
Location:	Geneva, Switzerland

OVERVIEW

The **Research Reporting Intern** will be part of the IMPACT Research department, under the supervision of the Research Reporting Manager. The Research Reporting Intern will be responsible for supporting the reviewing, editing and finalizing information products such as reports, situation overviews and factsheets.

TASKS

This includes:

- ❖ Support the verification and validation of all IMPACT / REACH research products.
- ❖ Support the review of products to ensure results are reported accurately, consistently and in line with research terms of reference and data collection tools, in close liaison with country team and HQ as appropriate.
- ❖ Support the review of products to ensure that narratives are coherent and clearly outlined; that research questions are addressed; and key indicators adequately visualized.
- ❖ Support the provision of constructive, clear and concise feedback to product drafters.
- ❖ When requested, support the drafting of written outputs (reports, factsheets, profiles etc.) based on data collected from field teams.
- ❖ When requested, support reviews of secondary data to complement, verify and triangulate primary data.
- ❖ Support in ensuring that the output production stages in all research cycles, both at global and country level, comply with IMPACT / REACH procedures and guidelines.
- ❖ Support the tracking of IMPACT/REACH research cycles progress and schedules in liaison with other IMPACT/REACH HQ departments and country offices.

- ❖ Support the internal reporting and updates about research cycles and related information products, on a weekly and monthly basis.
- ❖ Support the liaison with Grant Management and Communication focal points for project and communication follow ups.
- ❖ Provide additional information and support as and when required.

REQUIREMENTS

Required

- ❖ Excellent academic qualifications, including a Master degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Anthropology, Assessment, or similar)
- ❖ Excellent command of English and good drafting and communication skills for effective reporting
- ❖ Good working knowledge of Microsoft Word and Excel
- ❖ Understanding of quantitative and/or qualitative analysis
- ❖ Understanding of data visualization best practices
- ❖ 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 as part of an intercultural team

Desired

- ❖ Experience in assessments, monitoring & evaluations, especially in field research settings in an international context
- ❖ Working knowledge of the Adobe Creative Cloud software package (Illustrator, InDesign) and Tableau
- ❖ Familiarity with the humanitarian aid system
- ❖ Fluency in French
- ❖ Knowledge of other research and analysis related software such as R, SPSS, STATA, NVIVO, Atlas-ti, etc.

HOW TO APPLY

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

Ref: 18/HQ/RESREPINT02

Please indicate the reference in the subject line of your email

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