Job description

RESEARCH DESIGN INTERN IN GENEVA
(Reference: 19/HQ/RDI01)

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 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. 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 and GIS. 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, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

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

Department: Research

Position: **Research Design Intern**

Contract duration: 6 months

Location: Geneva, Switzerland

Starting Date: February 2019

Remuneration: 1050 CHF/month

POSITION PROFILE

The Research Design Intern will be part of the IMPACT Research department, under the supervision of the Senior Research Design Officer. Based on these terms of reference and initial briefings, the selected candidate will develop upon the start of the internship a work-plan, which will be reviewed at regular intervals during the internship period and will serve as a basis for evaluation upon completion of the internship.

FUNCTIONS
The Research Design Intern shall:

- Track documents and tools, keeping databases up to date at all times.
- Support country teams in implementing monitoring and evaluation of IMPACT research.
- Construct and maintain databases, including indicator registry.
- Participate in and contribute to meetings, including taking minutes.
- Support with the review and development of research design materials and tools.
- Support preparation of presentations and trainings.
- 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 Department as directed.

REQUIREMENTS
Required:

- ❖ Enrolled in an university program
- ❖ Good academic qualifications, preferably a Master degree in relevant discipline (International Relations, Political Sciences, Social Research, Economics, Anthropology, Assessment, Monitoring & Evaluation or similar)
- ❖ Fluency in both oral and written English and French
- ❖ Good working knowledge in Microsoft Office
- ❖ 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.

Desirable:

- ❖ Familiarity with the humanitarian aid system
- ❖ Experience in assessments, monitoring & evaluations, especially in an international context
- ❖ Experience with research design, in particular development of methodologies, data analysis frameworks, indicators and questionnaires.
- ❖ Experience with mobile data collection platforms.
- ❖ Experience with programs under Adobe Creative Suite package (InDesign, Illustrator, and Photoshop).

HOW TO APPLY

Please send, in English, your cover letter, CV and three references to jobs@impact-initiatives.org
Please indicate in the subject line of your email:
- The reference of the position: **Ref: 19/HQ/RDI01**
- An indication of where you first found this vacancy: IMPACT website / Reliefweb / CAGI / Coordination Sud / Georezo / Universities' career website / personal contact / other.

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