

## Job description

### REACH ASSESSMENT OFFICER IN UKRAINE

(Reference: 19/UKR/REACHAO01)

#### 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 REACH Assessment Officer to support our REACH team in Ukraine.**

**Department:** REACH  
**Position:** REACH Assessment Officer  
**Contract duration:** 6 months  
**Location:** Slovyansk, Ukraine with frequent travels to Kyiv, Severodonetsk and Mariupol  
**Starting Date:** May 2019

#### COUNTRY PROFILE

In May 2019, the Ukraine conflict opposing the Ukrainian Government and non-state armed groups in the Donetsk and Luhansk regions entered its fifth year. The 427-km contact line separating the warring factions continue to experience hundreds of daily ceasefire violations often provoking both military and civilian casualties. As of January 2018, the conflict has killed more than 13,000 people. According to the Ministry of Social Policy more than 1.4 million people were displaced because of the war and have resettled away from conflict areas in Ukraine and non-government-controlled areas, in Russia and other neighbouring countries. The crisis in Ukraine is currently marked by regular spikes in fighting in strategic high-density urban areas in Avdiivka, Popasna, Stanitsa Luhansk and Mariupol the challenges facing IDPs after five years of displacement and the limited access to the large population residing in non-government areas.

ACTED and REACH in Ukraine were initially deployed in 2015 to support the shelter cluster implement a comprehensive shelter/NFI assessment in the two regions affected by active conflict and neighbouring regions who received the largest numbers of displaced persons. In 2016 REACH was requested to support the humanitarian country team (HCT) implement a comprehensive interagency vulnerability assessment looking at multisector needs in the same areas. This document was used to inform the humanitarian needs overview (HNO) and humanitarian response plan as the main the main source of info for evidence-based emergency programming. In 2017 and 2018 this exercise was repeated to continue and inform the humanitarian response. In 2019, to continue informing the HNO, REACH will implement multi-sector needs assessments.

Another key component of the crisis concerns population movements from the NGCA to GCA. The Ukraine border guard services estimate that on a monthly basis between 500,000 and 800,000 people cross the contact line to solve documentation issues, withdraw cash and purchase goods. In 2018, REACH started mapping these flows to get a granular understanding of where these thousands of people go to access these services. This information provides a useful insight into the areas in which humanitarian and development actors can work to reach population from the NGCA where humanitarian access remains a challenge. To inform this type of programming, REACH will continue implementing cross contact line monitoring activities.

## POSITION PROFILE

We currently have an open position for an Assessment Officer in Ukraine, seeking an established professional with knowledge and technical expertise in implementing multi-stakeholder assessments in a humanitarian context. The ideal candidate will be eager to work in a dynamic organization with opportunities to build coordination skills whilst overseeing multi-sector assessments which inform the humanitarian needs overview and humanitarian response plan.

## FUNCTIONS

Under the functional supervision of the REACH Assessment Manager in Ukraine and IMPACT HQ in Geneva, the IMPACT Assessment Officer is responsible for the coordination and implementation of all assessments in Ukraine falling under the MSNA and cross contact line monitoring portfolio. He/she is also responsible for related coordination of logistics, partner engagement, reporting and project reporting.

In his/her mission, the Assessment Officer will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

## RESPONSIBILITIES

Under the supervision of the Assessment Manager based in Kyiv, Ukraine, the REACH Assessment Officer will be responsible with the support of the REACH team in-country:

- A. To coordinate implementation of MSNA and cross contact line mapping assessments in the field
- B. Draft assessment reports and tools documenting the key steps of the research cycle
- C. Share assessment results to key stakeholders
- D. Provide project management and M&E capacity to the assessment component of the REACH programme

- A. To coordinate implementation of assessments based on programme strategies
- Support consultation with all critical partners including the United Nations, Clusters and NGOs in Kyiv and the field
  - Draft research designs based on inputs from partners and the country focal point in accordance with IMPACT tools and templates
  - Develop data collection strategies and tools based on research design strategy and global best practice
  - Coordinate the implementation of large household surveys with the support of the field manager and field team leaders
  - Consolidate inputs from partners, HQ and the team on all key assessment documents
  - Adjust data collection strategies when needed
- B. Draft assessment reports and tools documenting the key steps of the research cycle
- Draft assessment reports in close collaboration with the assessment manager and GIS/data team
  - Provide suggestions in terms of data visualization and data communication
  - Proofread assessments and other key products to be released by REACH
  - Ensure regular communication with Geneva HQ at critical steps of the assessments
  - Ensure tracking of all feedback provided on products
- C. Share assessment results to key stakeholders
- Draft presentations of assessments results
  - Present key findings in different forums such as cluster meetings and agency briefings
  - Suggest derivative products to communicate assessment results to wider audiences
- D. Provide project management and M&E capacity to the assessment component of the REACH programme
- Support close compliance to M&E procedures of ACTED and IMPACT
  - Provide suggestions for improving of programme monitoring practices
  - Provide inputs into programme reports and project management tools (PMF, Monthly Coordination Reports)
  - Conduct local staff appraisals and HR reviews

## CONFIDENTIALITY

The Assessment Officer will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to or collected during his/her assignment.

## REQUIREMENTS

- Excellent academic qualifications, including a master's degree in development economics, or another relevant discipline
- At least 2 years of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes
- Past experience in managing large scale multi-stakeholder assessment required
- Prior field experience required. Field research, M&E, or assessment experience highly desirable
- Excellent analytical skills
- Excellent communication and drafting skills for effective reporting
- Excellent team management skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Past experience in conflict affected regions is desirable

- Fluency in English required, Russian language skills is desired
- Ability to operation Microsoft Word, Excel and Project Management Software
- Advanced skills in SPSS and/or R, STATA or other statistical analysis software an advantage
- Ability to multitask with tight deadlines, on numerous research cycles
- Ability to work independently and manage people remotely

## 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)**

**Please indicate in the subject line of your email:**

- The reference of the position : **Ref: 19/UKR/REACHAO01**
- 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>*