

Job description

IMPACT ASSESSMENT OFFICER – THIRD PARTY MONITORING IN JORDAN

(Reference: 19/JOR/A001)

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 IMPACT Assessment Officer to support our team in Jordan.

Department: IMPACT
Position: **IMPACT Assessment Officer**
Contract duration: 6 months
Location: Amman, Jordan
Starting Date: ASAP

COUNTRY PROFILE

Jordan is currently hosting approximately 670,000 registered Syrian refugees, of whom over 80% are living outside of the refugee camps in the host communities. REACH was first deployed to Jordan in October 2012 to assist information management efforts in Za'atari and Azraq refugee camps. Since then, REACH has been closely involved in providing assessment, research and information management support to UN agencies, donors and Jordanian municipalities on the front-lines of the refugee crisis. Our projects have supported local government and international donors in improving responsiveness to public needs, delivering more effective services and interventions, and understanding the complex effects of the crisis on social cohesion and perceptions of local governments. As well as providing assessments to partners in both camp and urban settings, IMPACT in Jordan also undertakes monitoring and evaluation activities for a variety of donors, most recently including UN Women, the World Bank, USAID and ECHO.

POSITION PROFILE

Under the supervision of the REACH Country Coordinator, the IMPACT Assessment Officer will be responsible for the management and implementation of IMPACT third party monitoring and M&E activities in country, including preparation, implementation and follow-up of research cycles, ensuring sufficient quality and compliance with internal procedures. 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 IMPACT in country and regionally. This is an exciting opportunity to join a dynamic team, working on a high-profile and strategic third party monitoring project.

FUNCTIONS

The IMPACT Assessment Officer will:

- Lead on the design and implement of IMPACT assessment strategy, methodology and corresponding analytical frameworks for a large third party monitoring project;
- Oversee and manage the entire research cycle, ensuring that third party monitoring strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Management of IMPACT assessment field staff to ensure smooth and timely implementation of activities;
- Conduct robust, in-depth analysis of primary and secondary quantitative and qualitative data;
- Ensure the writing of timely and accurate third party monitoring reports and factsheets with integration of partner feedback;
- Supporting the development/revision of assessment/programme strategies, reports or new proposals;
- Contributing to internal learning, particularly in the fields of third party monitoring and M&E;
- In coordination with REACH Country Coordinator, external representation of REACH/IMPACT with donors, partners and the wider aid community through sectoral working groups and presentations;
- Coordinate timely and accurate reporting to IMPACT Headquarters.

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessment process

The IMPACT Assessment Officer is responsible for designing the methodology and tools for the third party monitoring project, according to IMPACT requirements and principles. He/she will manage the planning, implementation, and follow-up of all IMPACT third party monitoring activities conducted in country, including frequent liaison and coordination with external project partners. The IMPACT Assessment Officer shall manage logistics, financial, administration and HR processes directly related to IMPACT and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in all IMPACT interventions.

- Objective 12.2: Implementation

The IMPACT Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment, database and GIS tools with the IMPACT team. This will specifically include, with the GIS/DB team, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures and mapping thereof through ARC GIS and other ESRI products in particular; and analysis of spatial and other information to contribute to reports.

- Objective 1.3: Coordination

The IMPACT Assessment Officer shall provide technical support to the REACH Country Coordinator and the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required IMPACT/REACH input to ACTED projects for added-value.

The IMPACT Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to IMPACT activities in country through close liaison with the Project Development and Finance departments. The IMPACT Assessment Officer shall liaise with other REACH/IMPACT Officers in the region and throughout IMPACT Initiatives' and ACTED's networks to provide and receive support in the expansion of REACH globally.

2. REACH REPORTING

The IMPACT Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into IMPACT products such as factsheets, third party monitoring reports and briefs using standard formats. He/she will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant.

The IMPACT Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and the donor. 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 also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

The IMPACT Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among ACTED and IPs. He/she will coordinate timely and accurate reporting to IMPACT Headquarters.

3. IMPACT HR MANAGEMENT

The IMPACT Assessment Officer is responsible for day-to-day management of project and field staff both directly and remotely. He/she is expected to guide and direct IMPACT staff and prepare and follow up workplans with each staff member that directly reports to him/her.

The IMPACT Assessment Officer will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by IMPACT.

4. REPRESENTATION

Representation of IMPACT/REACH in multi-sector meetings/ technical working groups in country. The IMPACT Assessment Officer will represent IMPACT/REACH vis-a-vis current and potential donors and communicate relevant information to the REACH Country Coordinator and ACTED Project Development Manager.

More generally, the IMPACT Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED and IMPACT's mandate, ethics, values and stand-point with regard to other actors.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ At least 3 years of relevant professional experience in humanitarian or development settings;
- ❖ Previous experience in third party monitoring, monitoring and evaluation, research or information management, ideally with experience in cash based transfer programmes;
- ❖ Familiarity with the aid system (ideally in Jordan), and understanding of donor and governmental requirements;
- ❖ Strong communication and external engagement skills;
- ❖ Excellent analytical and reporting skills;
- ❖ Knowledge of the Jordanian context and the region is an asset;
- ❖ Excellent team management skills;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Excellent written and spoken English skills, Arabic language skills are desirable;
- ❖ Proficiency in Microsoft Word, Excel and Powerpoint;
- ❖ Ability to operate SPSS or related statistical programming an asset;
- ❖ Knowledge of the Adobe Suite, particularly InDesign, an asset.

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

Please indicate in the subject line of your email:

- The reference of the position: **Ref: 19/JOR/AO01**
- 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>