

Job description

REACH ASSESSMENT OFFICER – WASH CLUSTER IN SOUTH SUDAN

(Reference: 19/SSD/AOWASH01)

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 South Sudan.

Department: REACH

Position: **REACH Assessment Officer**

Contract duration: 6 months

Location: Juba, South Sudan but with minimum 25% of the time in field and deep field settings

Starting Date: June 2019

COUNTRY PROFILE

IMPACT, through its own activities, or through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectorial needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly

service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.

2016 has seen the expansions of both IMPACT and REACH programming to 9 of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross-border port monitoring, assessments of hard to reach areas, flood mapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources, and third party monitoring of humanitarian and development programming.

In the coming year, IMPACT and REACH programming will focus on integrating ongoing assessments into a common data stream, expanding the geographic scale of activities, connecting information streams to surrounding countries that are impacted by events in South Sudan, and continuing to adopt a beneficiary-centric approach to data collection that puts that needs of affected populations, and the return of information to them, at the centre of our work.

The project:

This project, “Establishing a WASH Knowledge Ecosystem through WASH Cluster and Development Partner Capacity Building, Coordinated Assessments and Enhanced Information Management,” is a programme, to support the South Sudan WASH Cluster through partner capacitation, coordinated assessments and enhanced information management which results in the creation of a common toolkit for assessments and IM, a community of practice which excels in WASH assessment design and execution, and supports a common understanding of needs to prioritise humanitarian interventions. The programme will ensure an entrenchment of best practices, connectivity to other WASH-related assessments and those assessments from other cluster, and support the needs of resilience and development actors.

POSITION PROFILE

FUNCTIONS

Under the supervision of, and in close coordination with, the IMPACT Country Coordinator and IMPACT HQ in Geneva, the REACH Assessment Officer will be responsible for the management and implementation of all aspects of assessments in country, including assessment planning, data collection and analysis. 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 region.

Summary

The REACH Assessment Officer shall be responsible for:

- In coordination with the IMPACT Country Coordinator, assessment manager for FSL, WASH, Nutrition and Health unity, WASH Cluster partners, Country Assessment and GIS team, and IMPACT HQ in Geneva, continue to endorse the common WASH assessment tool kit, methodology and replicable analysis plan for WASH actors participating in both development and emergency responses.
- Actively advocate for the establishment of a community of practice around common methodologies, tools and analysis
- Analyse countrywide REACH WASH data and ensure the writing of timely and accurate assessment reports and factsheets from joint assessments
- Facilitate a series of monthly workshops - including assessment design and execution, mobile data collection, and IM best-practices - which focus on building WASH partner capacity to fill information gaps in the WASH landscape

- Continue implementation of the WASH infrastructure mapping tool.
- Ensure the WASH online platform is meeting partners needs and updated regularly.
- Using the methodological workshops as foundational elements, collaboratively plan and execute interagency assessments with Cluster partners on a bi-monthly basis
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives
- Coordinate logistical aspects of assessments with partner organisations; manage and direct data collection teams in the field
- Provide oversight of data analysis and reporting from the collaborative assessments
- Work to ensure the harmonisation of WASH-related indicators between the WASH Cluster common tool and other critical, nation-wide assessments (REACH AoO/ AoK, IOM VAS, ICWG IRNA, FSNMS, SMART)
- Manage budgets in close coordination with assessment manager, Country Coordinator and REACH WASH Senior GIS Officer
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- In coordination with the Country Coordinator external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Coordinate timely and accurate reporting to IMPACT Headquarters.

1. ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Streamline of WASH common toolkit

The Assessment Officer, in close coordination with REACH GIS Officer, WASH Cluster Partners, the, IMPACT Country Coordinator, and IMPACT Global team, is responsible for ensuring usage and understanding of the common methodology, tools and analysis plan developed for the South Sudan WASH Cluster and development partners according to IMPACT requirements and principles.

- Objective 1.2: Implementation of WASH infrastructure mapping

The Assessment Officer, in close coordination with the REACH South Sudan GIS team, will roll out the WASH infrastructure mapping tool by conducting assessments and training WASH partners on using the tool. The Assessment Officer will work closely with the WASH cluster to ensure that partners follow agreed upon mapping tools and confirm that the WASH platform accurately maps WASH infrastructure in major urban areas in South Sudan.

- Objective 1.3: Design and facilitate partner training workshops

The Assessment Officer, in close coordination with the REACH WASH GIS Officer and assessment manager, is responsible for designing and facilitating partner training workshops which will be used as the basis for bi-monthly assessments. Workshop will cover topics including, but not limited to: identifying assessment locations; sample selection; collecting data using ODK; cleaning and managing quantitative data; analysing, visualising and reporting on quantitative data.

- Objective 1.4: Implement coordinated assessments

The Assessment Officer, in close coordination with the REACH GIS Officer, is responsible for coordinating assessment logistics with partner organisations, identifying assessment areas, managing the data collection and cleaning processes, analysing and reporting on findings, and managing assessment budgets. This

includes both direct assessments by REACH teams and indirectly by assisting with the implementation of the WASH common tool kit in major assessments conducted by partners (IRNA, FSNMS SMART).

2. REACH REPORTING

The Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into IMPACT products such as factsheets, 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 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 aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

He/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up.

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

3. HR MANAGEMENT

The 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 Assessment Officer will be required to take the lead in the recruitment of IMPACT assessment staff in coordination with the ACTED HR Officer. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and undertake interviews.

The 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 in cluster and multi-sector meetings/ technical working groups in country and follow up on technical issues identified in cluster meetings in other parts of the country. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped to support the coordination of the broader humanitarian community.

The Assessment Officer will further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level.

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

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

REQUIREMENTS

- ❖ A good sense of humour about bugs and bucket showers required;
- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent analytical skills;
- ❖ At least 2 years' experience working in humanitarian settings required;
- ❖ At least 6 months' experience leading WASH related assessment required;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ 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 required;
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate SPSS, related statistical programming, and/ or GIS an asset;
- ❖ High level of autonomy and willingness to spend time in deep field locations away from IMPACT/ACTED support;
- ❖ Ability to work independently.

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/SSD/AOWASH01**
- 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>