

Job description

RESEARCH REPORTING OFFICER IN GENEVA

(Reference: 19/HQ/RR001)

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 Reporting Officer to support the IMPACT Initiatives team in Geneva..

Department: Research
Position: **Research Reporting Officer**
Contract duration: Open ended
Location: Geneva, Switzerland
Starting Date: ASAP

POSITION PROFILE

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

FUNCTIONS

This includes:

- ❖ Verify and support the validation of all IMPACT / REACH research products.
- ❖ Review products to ensure findings 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.

- ❖ Review products to ensure that narratives are coherent and clearly outlined; that research questions are addressed; and key indicators adequately visualized.
- ❖ Support the review of products to ensure that core humanitarian principles are respected and findings are reported through a protection lens.
- ❖ Provide clear, concise and constructive feedback to product drafters.
- ❖ When requested, draft written outputs (reports, factsheets, briefs, etc.) based on data collected from field teams.
- ❖ When requested, conduct reviews of secondary data to complement, verify and triangulate primary data.
- ❖ Ensure that the output production stages in all research cycles, both at global and country level, comply with IMPACT / REACH procedures and guidelines.
- ❖ Track IMPACT/REACH research cycles' progress and schedules in liaison with other IMPACT/REACH HQ departments and country offices.
- ❖ Report internally on updates about research cycles and related products, on a weekly and monthly basis.
- ❖ Liaise with Grant Management and Communication focal points for project and communication follow-up.
- ❖ Provide additional information and support as and when required.

REQUIREMENTS

Required

- ❖ Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Science, Social Research, Economics, Anthropology, Assessment, or similar).
- ❖ Excellent communication and drafting skills for effective reporting in English.
- ❖ Excellent working knowledge of Microsoft Word and good working knowledge of Excel.
- ❖ Demonstrated quantitative and/or qualitative analytical skills.
- ❖ Good understanding of data visualization best practices.
- ❖ Familiarity with the humanitarian aid system.
- ❖ 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 work environment.
- ❖ Ability to work independently, with initiative, and strong capacity to work in 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.
- ❖ Fluency in French.
- ❖ Knowledge of other research and analysis related software such as R, SPSS, STATA, NVIVO, Atlas-ti, etc.

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