

Job description

REACH ASSESSMENT OFFICER IN SYRIA (JORDAN-BASED)

(Ref: 19/SYR/AO02)

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 Syria team in Amman.

Supervisor: REACH Assessment Manager

Title: REACH Assessment Officer

Location: Amman, Jordan

Contract duration: 6 months

Start date: ASAP

COUNTRY PROFILE

The dynamic and multi-faceted nature of the Syrian humanitarian crisis has created significant challenges for information management. With 13.1 million people in need within the country as well as 5.6 million refugees outside of the country, and 6.6 million internally displaced, the capacity of the humanitarian community to understand and meet the needs of conflict-affected populations is extremely stretched. To respond to a crisis of such scale, timely and comparable information is required across Syria and its neighboring countries. In this context, since 2013, REACH has been working closely in coordination with humanitarian clusters as well as with other national and regional coordination mechanisms such as OCHA and Cash Based Responses Technical Working Group to address information gaps and implement assessments that contribute to informing the humanitarian response. Overall, since the onset of the deployment, REACH has been involved in macro and regional multisectoral assessments, informed cash and voucher programming across Syria through monthly Market Monitoring Exercise, extended technical support to the CCCM Community Level IDP Tracking Project in Syria, thematic assessments, and conducted rapid needs assessments in response to contextual

changes. More information can be found here: <http://www.reach-initiative.org/where-we-work/ongoing-field-presence/syria>

POSITION PROFILE

FUNCTIONS

Under the supervision of the REACH Assessment Manager and IMPACT HQ in Geneva, the REACH Assessment Officer is responsible for the management and implementation of all REACH Syria sector assessments and thematic assessments. This includes their preparation, coordination, follow-up, analysis, and output creation. Sector assessments will be run in close coordination with respective cluster partners. Thematic assessments, which includes temporal and geographic trends analyses, will be conducted in collaboration with respective REACH project focal points, where necessary. He/she will also be responsible for related logistics, partner coordination, reporting and finance requirements, trainings and presentations, and will be required to provide input to the strategic development of REACH in country and region, if relevant. Overall, the Assessment Officer will leverage their strong coordination, analytical, and writing skills to produce timely and relevant sector and thematic assessment products, in accordance with REACH standards, and donor expectations, that are useful evidence-based outputs for humanitarian assistance stakeholders.

Summary

The REACH Assessment Officer shall be responsible for:

- In coordination with Country Coordinator and REACH Assessment Managers, design and implement sector assessments and thematic assessments in communities across Syria;
- Supervision and coordination of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- In coordination with REACH Assessment Managers, external representation of REACH with donors, partners, and the wider aid community through clusters and sectoral working groups;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS/DB team, mapping of datasets, ensure that all collected data are geo-referenced;
- Works closely with GIS and database teams in country;
- Ensure the writing of timely, accurate, and coherent assessment reports and factsheets;
- Keep track of all projects and assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of assessment/programme strategies, reports, or new proposals;
- Liaising with programme staff of other ACTED departments to ensure close coordination and information sharing is maintained;
- Coordinate timely and accurate reporting to IMPACT HQ along with the REACH Assessment Managers and Country Coordinator.
- Facilitating ToT style trainings on data collection for REACH field teams, data analysis trainings for cluster partners, and presentations on sector assessments.
- Promote and implement capacity building of national staff

RESPONSIBILITIES

- **Objective 1: Assessment Design and Implementation**

The REACH Assessment Officer (AO) is responsible for designing the methodology, tools, and data analysis plan associated with each sector assessment and thematic assessment, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of all REACH- and projects-specific assessment activities conducted in country. In operations in which REACH is a project component of a wider ACTED intervention, the REACH AO is required to contribute to the preparation and follow up of the project plan and ensure that activities are properly coordinated and implemented.

The REACH AO is responsible for leading the implementation of sector assessments and thematic assessments (including trends analyses), providing support to the development of assessment, database, and GIS tools with the REACH team. This will specifically include, with the GIS/DB team; designing of data collection tools (household surveys, focus groups, Key Informant surveys); follow-up and cleaning of large datasets; contributing to GIS data collection procedures and mapping thereof through ArcGIS and other ESRI products in particular; and analysis of spatial and temporal information to contribute to reports and other information products.

- **Objective 2: Reporting and M&E**

The REACH AO shall provide technical support to 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 inputs.

The REACH AO 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, in line with the IMPACT data protection policy. 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.

The REACH AO will also store, organize and disseminate assessments, project documents and best practices among ACTED and Implementing Partners. He/she will coordinate timely and accurate reporting to IMPACT HQ and track the usage and feedback of various thematic and sector assessment products.

- **Objective 3: Creation of timely, accurate , and coherent research outputs**

The REACH AO is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports, and overview documents using standard formats. He/she will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map, static map format, story map, or dashboard as relevant.

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, in line with the IMPACT data protection policy. He/she is responsible for ensuring that deliverables are submitted on time to partners and donors.

- **Objective 4: Staff Management**

The REACH AO is responsible for day-to-day management of project and field staff both directly and remotely across all hubs of the Syria mission. He/she is expected to guide and direct REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her. The REACH AO 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 REACH.

The REACH AO will be required to support in the recruitment of REACH assessment staff in coordination with the ACTED HR Officer, if relevant. This will include the preparation of terms of references, observation of recruitment procedures by planning recruitment needs in advance and undertaking interviews.

- **Objective 5: External Engagement**

The REACH AO will represent ACTED/REACH in cluster and multi-sector meetings/ technical working groups in country, when relevant. The AO will further represent ACTED/REACH vis-a-vis current and potential donors and communicate relevant information to the ACTED Project Development Manager and Country Director. 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 REACH AO is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of ACTED's mandate, ethics, values and stand-point with regard to other actors. While representing ACTED/REACH, the AO will also adhere to the humanitarian principles of humanity, impartiality, neutrality, and independence.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master's degree in relevant discipline;
- ❖ 3 year of relevant working experience in a humanitarian setting;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent analytical skills – ability to situate findings within a wider context;
- ❖ Experience conducting temporal or spatial trends analysis, an asset;
- ❖ Experience managing multi-person teams and multiple projects;
- ❖ Ability to operate in a cross-cultural and cross-country environment, requiring flexibility;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Understanding of the global and country level cluster approach, an asset;
- ❖ Prior knowledge of the Syrian context, an asset;
- ❖ Fluency in English required;
- ❖ Ability to operate Microsoft Word and Excel;
- ❖ Ability to operate STATA, SPSS, R or related statistical programming, an asset;
- ❖ Ability to operate Adobe InDesign, an asset;
- ❖ A self-starter with a strong existing ability to work independently;
- ❖ Experience with all parts of the research cycle, an asset;
- ❖ Strong interpersonal and communication skills.

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

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