

## Job description

### REACH ASSESSMENT OFFICER 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 REACH Assessment Officer to support our REACH team in Jordan.**

**Department:** REACH  
**Position:** REACH 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, REACH in Jordan also undertakes monitoring and evaluation activities for a variety of donors, most recently including the World Bank, USAID and ECHO. REACH is also currently undertaking the monitoring of UN Women activities, with a focus on increasing Syrian and Jordanian women's resilience and access to livelihood opportunities

## POSITION PROFILE

Under the supervision of the REACH Country Coordinator, the REACH Assessment Officer will be responsible for the management and implementation of REACH research, M&E activities and assessments in country, including preparation, implementation and follow-up, and ensure 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 REACH in country and regionally.

## FUNCTIONS

The REACH Assessment Officer will:

- Lead on the design and implement of REACH assessment strategy and methodology and corresponding analytical frameworks;
- Oversee and manage the entire research cycle for specific projects, ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Management of REACH assessment field staff to ensure smooth and timely implementation of activities;
- Conduct robust, in-depth analysis of quantitative and qualitative data;
- Ensure the writing of timely and accurate assessment reports and factsheets with integration of partner feedback;
- Supporting the development/revision of assessment/programme strategies, reports or new proposals;
- Contributing to internal learning;
- In coordination with REACH Country Coordinator, external representation of REACH 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 2.1: Management of assessments process

The REACH Assessment Officer is responsible for designing the methodology and tools associated with each 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 Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and ensure that activities are properly coordinated and implemented as per the Project Cycle Management.

The REACH Assessment Officer shall manage logistics, financial, administration and HR processes directly related to REACH and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in all REACH interventions.

- Objective 2.2: Implementation

The REACH 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 REACH 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 and the like.

- Objective 2.3: Coordination

The REACH Assessment Officer 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 REACH input to ACTED projects for added-value.

The REACH Assessment Officer is responsible for the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments. The REACH Assessment Officer shall liaise with other REACH 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 REACH Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH 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 REACH 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 REACH 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 Headquarter.

## 3. REACH HR MANAGEMENT

### Staff Management

The REACH 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 REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her.

The REACH 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 REACH.

#### 4. REPRESENTATION

Representation of ACTED/REACH in multi-sector meetings/ technical working groups in country. The REACH Assessment Officer will 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 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'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 2 years of relevant professional experience in humanitarian or development settings;
- ❖ Previous experience in monitoring and evaluation, research and information management, ideally with thematic expertise in gender;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Prior knowledge of the region is an asset;
- ❖ 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 provided in country by IMPACT's partner ACTED
- ❖ 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>