

## Job description

### REACH ASSESSMENT OFFICER IN SYRIA

(Reference: 19/SYR/A004)

#### 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 Syria.**

**Department:** REACH  
**Position:** REACH Assessment Officer  
**Contract duration:** 6 months  
**Location:** Amuda, Syria  
**Starting 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 technical oversight of the REACH projects based in northeast Syria. The Assessment Officer will use their strong knowledge of research methodologies to coordinate with other members of the northeast Syria team in order to strengthen each research cycle and to ensure that the resulting information products contribute constructively to the humanitarian response. This also includes identifying gaps in the technical skills of team members and putting in place strategies for professional development in order to address these gaps.

Additionally, the Assessment Officer will be in charge of one or more research cycles within the northeast Syria mission themselves. This includes preparation, logistics, supervision of data collection, partner coordination, follow-up, analysis, and output creation. The Assessment Officer will leverage their strong coordination, analytical, and writing skills to produce timely and relevant assessment products, in accordance with REACH standards and donor expectations, that are useful to humanitarian stakeholders. The Assessment Officer 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 the country and region, if relevant.

### **Summary**

The REACH Assessment Officer shall be responsible for:

- In coordination with Country Coordinator and REACH Assessment Managers, providing methodological feedback on the REACH projects based in northeast Syria;
- Reviewing data collection tools, datasets, and information products on the humanitarian situation in northeast Syria;
- Ensuring that assessments are implemented in a structured and coherent manner in line with project and strategic objectives;
- Supporting the development/revision of assessment/programme strategies, reports, or new proposals;
- Identifying needs and opportunities for technical professional development of team members;
- Designing and implementing assessments to inform humanitarian aid delivery;
- Supervising and training REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Coordinating with other REACH and ACTED staff to ensure that the logistical aspects of project implementation proceed smoothly;
- Working closely with the GIS team to ensure that geospatial information needs are addressed in a constructive way;
- Ensuring the writing of timely, accurate, and coherent assessment reports and factsheets;
- Coordinating timely and accurate reporting to IMPACT HQ along with the REACH Assessment Managers and Country Coordinator;
- In coordination with REACH Assessment Managers, representing REACH with donors, partners, and the wider aid community through sector working groups; Ensuring that REACH data and findings are used by

the intended audiences by coordinating closely with humanitarian organisations and actors on their information gaps, and providing them with data analysis support whenever necessary and practical.

## 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 research cycle they are responsible for, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of all project-specific assessment activities conducted in northeast Syria.

Additionally, the REACH AO is responsible for overseeing the methodology, tool creation, and data analysis for the other research cycles based in northeast Syria. This includes reviewing outputs, contributing to REACH's strategic aims, and identifying opportunities to provide information management support to the humanitarian response.

- **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 northeast Syria. 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.

- **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 /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;
- ❖ 1 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 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