

Job description

REACH ASSESSMENT OFFICER – RAPID RESPONSE MECHANISM IN CAR

(Reference: 19/CAR/AORRM01)

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 CAR.

Department: REACH - Programme
Position: **REACH Assessment Officer**
Contract duration: 6 months
Location: Bangui, CAR
Starting Date: ASAP

POSITION PROFILE

Under the supervision of REACH CAR CFP, UNICEF RRM Coordinator, the REACH Assessment Officer will be responsible to support the RRM methodology design and for the development and revision of assessments tools, in close collaboration with cluster coordinators, partners, information management working group, and other relevant humanitarian coordination structures and working groups. The AO will ensure regular training to partners' assessment team to guarantee that data collected matches REACH standards in terms of quality, reliability, etc.

He will also be responsible for the processes and outputs related to database management and mapping in CAR for the Rapid Response Mechanism. He/she will be responsible for supporting the development and maintenance of the internal database for the consolidation of all RRM-related activities (assessments / interventions / post-distribution monitoring) and GIS data in country/region.

He/she will manage the rapid production of static maps on targeted crisis and issues as well as providing required inputs for the development of mapping solutions. He/she will also produce on a regular basis factsheets informing on RRM performance.

The Assessment officer will report to the UNICEF RRM Coordinator and Impact Global Coordinator in Geneva. Functional line management rests with IMPACT HQ. In country, they will operate under the authority of the ACTED Country Director. The assessment officer may be responsible for other members of the RRM team including GIS/DB interns and assistants.

Internally, the Assessment officer will work closely with UNICEF RRM Coordination and REACH CAR CFP.

Externally, the Assessment officer will be expected to liaise with national and international partners, notably IM focal points in NGOs, UN agencies and clusters, with CFP's approval.

FUNCTIONS

1. Assessment activities and technical support

The Assessment officer will be responsible to conceptualise the methodology for RRM-led assessments in close collaboration with partners, aiming at ensuring easy implementation and rapid data collection. Using, Kobo, ODK, or any other relevant software, he/she will be in charge of the production and the revision of assessments tools. He/she will also monitor data collection to identify inconsistencies, and offering solutions and best practices to address recurring issues. Furthermore, he/she will train on a regular basis RRM field teams and RRM partners. He/she will support the RRM field teams in the collection and management of datasets, verification and update of the collected data and tools as needed.

2. Database/Data Management Activities

The Assessment officer will manage the maintenance of database(s) for the consolidation of all assessment-related and GIS data in country. He/she will ensure the capitalization of tools and procedures related to mapping and databases. Furthermore, he/she will support RRM assessment team in the collection and management of datasets, verification of the collected data. He/she will monitor the accuracy of collected data.

Manage and upgrade the information management strategy for RRM: document management, flows of information, of the database structure, capacity building and data workflows improvements. He/she will ensure the capitalization of tools, procedures and data related to mapping and databases.

Therefore, he/she will be responsible to follow-up and share RRM Information Management tools, data and outputs, with internal and external partners as needed.

He/she will design all information products and services as appropriate (factsheets, dashboards, mailing list, Humanitarian Response Portal, etc.)

3. GIS activities

The assessment officer will work in close collaboration with partners and existing GIS structures (such as the IMWG), to ensure compilation and revision of existing datasets. He/she will produce maps on request to support data collection and analysis, as per REACH standards.

4. Analysis activities

The REACH Assessment officer will be responsible to analyse RRM data, identify and address information management gaps, and facilitate information sharing between stakeholders in the region, including through the regional web portal. He/she will identify new information and data requirements to support operations and partners of RRM.

He/she will provide ad hoc/regular analysis on collected data for RRM partners and UNICEF coordination. He/she may be asked to assist in clusters/OCHA as needed assessing with the approval of the RRM UNICEF coordination. He/she will support the development/revision of assessment / strategies, reports or new proposals

5. External Relations and CAR IMWG participation

The REACH Assessment officer will respond to information requests from REACH and its partners. In order to support the development of joint database tools and processes with REACH partners in country, the REACH Assessment officer will maintain regular interactions and reporting with key IM partners including cluster lead agencies, UN agencies, NGOs and technical partners. He/she will respond to information requests from REACH partners in country related to RRM data and mapping as well as solicit information from partner organizations to be incorporated into database. He/she will liaise with these partners to ensure the data is shared with REACH MIS team when required.

The REACH Assessment officer will participate actively in the CAR IMWG to identify prior humanitarian IM needs and define IM strategy in the country (IMWG ToRs, referential data to set up). He/she will be called to take part to IMWG projects (IM global capacity building, OSM Mapping projects, mapping of referential data such as neighbourhoods, infrastructures, joined/coordinated assessments design and follow-up)

6. Internal Communication Processes

The REACH Assessment officer will liaise with REACH CFP to guarantee a quality product that suits the needs of RRM activities. He/she will respond to information requests from REACH Initiatives and keep the CFP informed of the RRM activities in the field.

7. Confidentiality and Data Protection

The REACH Assessment officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorized sharing of information and data.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

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

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent analytical skills;
- ❖ At least 2 years of relevant working experience in humanitarian settings;
- ❖ 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, French is an asset
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software.
- ❖ Ability to operate SPSS or related statistical programming an asset
- ❖ 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 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