

Job Description

ASSESSMENT OFFICER PDM PORTIFOLIO – IRAQ

(Reference: 19/IRAQ/AOPDM01)

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 an Assessment Officer to support our Iraq team.

Title: IMPACT Assessment Officer - PDM
Location: Baghdad, Iraq (with frequent travel to Erbil)
Contract duration: 6 months
Start date: ASAP

POSITION PROFILE

We currently have an open position for an Assessment Officer in Iraq, seeking a young professional with knowledge and technical expertise in the thematic area of PDM. The ideal candidate will be eager to work in a dynamic organization with opportunities to build coordination skills whilst overseeing assessments which inform the cash-based response and livelihoods programming in Iraq.

COUNTRY PROFILE

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland, which specialises in data collection, management and analysis in order to support humanitarian action. IMPACT is a sister organization of ACTED, an international NGO whose headquarter is based in Paris and which is present in thirty countries. The two

organizations have a strong complementarity formalized in a global partnership, which allows particularly to benefit from ACTED's operational support on its countries of intervention.

This position is based in Baghdad, Iraq, with travel required to other bases in Iraq. The role requires external engagement with PDM actors and the ability maintaining existing research cycles and design new research. The Assessment Officer is expected work on this research portfolio, develop workplans, engage in donor relations, contribute to new proposals and projects, provide advice and expertise in the technical design of assessment inputs and review of research outputs under this portfolio. The Technical backstopping and support is provided by the IMPACT Geneva HQ team. Past experience in the aforementioned areas is not essential although highly desirable. At minimum, experience with the subject matter, familiarity with the development and/or humanitarian sector, quantitative analysis skills, and effective communication skills are required.

FUNCTIONS

Under the functional supervision of the REACH Research Manager in Iraq and IMPACT HQ in Geneva, the IMPACT Assessment Officer is responsible for the coordination and implementation of all assessments in Iraq falling under the PDM portfolio, including preparation, implementation, and reporting. This may include activities such as:

- Technical coordination of PDM of humanitarian actors' cash assistance distributions

He/she is also responsible for related logistics, partner coordination, and reporting and finance requirements.

In his/her mission, the Assessment Officer will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

RESPONSIBILITIES

The Assessment Officer is responsible for:

- Providing technical inputs into the design and implementation of research and assessments falling under the PDM of UNHCR's PDM.
- Overseeing that assessments are planned and implemented in a structured and coherent manner, in line with project and program objectives and with research cycle and other relevant guidelines
- Approval of research TORs by management (including Geneva HQ), making sure these are also understood and used by assessment staff and stakeholders, and updated as required.
- Ensuring the timely and high quality implementation of data collection, including guaranteeing each staff member is properly trained and data cleaning mechanisms are in place and functional during the data collection cycles.
- Leading complex quantitative analyses across research cycles, as well as providing technical input, guidance, and review of data analysis conducted by other team members

- Overseeing the writing of timely and accurate assessment reports and factsheets, which comply with HQ guidelines.
- Assuring the implementation of workplans and deadlines.
- Ensuring the quality of all research products. This involves reviewing all products prior to Geneva review, with final accountability for presentation, quality, and content.
- Managing a team of 12 – 15 national and international staff members
- Supporting the development/revision of assessment / program strategies, reports, or new proposals.
- External representation with partners.
- Other tasks falling within his/her functions as requested by supervisors.

CONFIDENTIALITY

The Assessment Officer will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to or collected during his/her assignment.

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Masters degree in development economics, or another relevant discipline
- ❖ At least 2 year of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes
- ❖ Prior field experience required. Field research, M&E, or assessment experience highly desirable
- ❖ Excellent analytical skills
- ❖ Excellent communication and drafting skills for effective reporting
- ❖ Excellent team management skills
- ❖ Ability to operate in a cross-cultural environment requiring flexibility
- ❖ Past experience in the Middle-East and North Africa region is desirable
- ❖ Fluency in English required, Arabic language skills highly desired
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software
- ❖ Advanced skills in SPSS and/or R, STATA or other statistical analysis software an advantage
- ❖ Ability to multitask with tight deadlines, on numerous research cycles
- ❖ Ability to work independently and manage people remotely

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