

## Job description

### RESEARCH REPORTING INTERN IN GENEVA

(Reference: 19/HQ/RRINT01)

#### BACKGROUND ON IMPACT

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 Research Reporting Intern to support the IMPACT Initiatives team in Geneva.**

<b>Department:</b>	Research
<b>Position:</b>	<b>Research Reporting Intern</b>
<b>Supervisor:</b>	Research Reporting Manager
<b>Contract:</b>	6 months
<b>Start date:</b>	Mid-December
<b>Location:</b>	Geneva, Switzerland

#### OVERVIEW

The **Research Reporting Intern** will be part of the IMPACT Research department, under the supervision of the Research Reporting Manager. The Research Reporting Intern will be responsible for supporting the reviewing, editing and finalizing information products such as reports, situation overviews and factsheets.

#### TASKS

This includes:

- ❖ Support the verification and validation of all IMPACT / REACH research products.
- ❖ Support the review of products to ensure results are reported accurately, consistently and in line with research terms of reference and data collection tools, in close liaison with country team and HQ as appropriate.
- ❖ Support the review of products to ensure that narratives are coherent and clearly outlined; that research questions are addressed; and key indicators adequately visualized.
- ❖ Support the provision of constructive, clear and concise feedback to product drafters.
- ❖ When requested, support the drafting of written outputs (reports, factsheets, profiles etc.) based on data collected from field teams.
- ❖ When requested, support reviews of secondary data to complement, verify and triangulate primary data.
- ❖ Support in ensuring that the output production stages in all research cycles, both at global and country level, comply with IMPACT / REACH procedures and guidelines.

# IMPACT Initiatives

- ❖ Support the tracking of IMPACT/REACH research cycles progress and schedules in liaison with other IMPACT/REACH HQ departments and country offices.
- ❖ Support the internal reporting and updates about research cycles and related information products, on a weekly and monthly basis.
- ❖ Support the liaison with Grant Management and Communication focal points for project and communication follow ups.
- ❖ Provide additional information and support as and when required.

## REQUIREMENTS

### Required

- ❖ Presently enrolled in an university level degree
- ❖ Excellent academic qualifications, including a Master degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Anthropology, Assessment, or similar)
- ❖ Excellent command of English and good drafting and communication skills for effective reporting
- ❖ Good working knowledge of Microsoft Word and Excel
- ❖ Understanding of quantitative and/or qualitative analysis
- ❖ Understanding of data visualization best practices
- ❖ Attention to detail and commitment to producing high quality work
- ❖ Openness to feedback and willingness to learn
- ❖ Ability to manage time effectively and work in a fast-paced, results-oriented working environment
- ❖ Ability to work independently, with initiative, and strong capacity to work as part of an intercultural team

### Desired

- ❖ Experience in assessments, monitoring & evaluations, especially in field research settings in an international context
- ❖ Working knowledge of the Adobe Creative Cloud software package (Illustrator, InDesign) and Tableau
- ❖ Familiarity with the humanitarian aid system
- ❖ Fluency in French
- ❖ Knowledge of other research and analysis related software such as R, SPSS, STATA, NVIVO, Atlas-ti, etc.