

Job Description

ASSESSMENT SPECIALIST – CASH & MARKETS PORTFOLIO

(Reference: 20/VEN/ASCM01)

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.

POSITION PROFILE

This position is based in Caracas, Venezuela. The role is to support the Cash Working Group inside Venezuela to help coordinate and lead a data analysis/assessment taskforce focusing on harmonizing tools, centralizing existing member datasets, building market monitoring and analysis capacity, and assisting the CWG with data collection and analysis. Through this taskforce, a joint and collaborative market monitoring (the Joint Market Monitoring Initiative –JMMI) will be launched. It will also include external engagement with the partners of the Cash Working Group.

The technical backstopping and support is provided by the IMPACT Geneva HQ team. Past experience in Cash and Markets is essential. Fluency in Spanish and English is required, along with quantitative analysis skills, and effective coordination and communication skills.

We are currently looking for an Assessment Specialist in Venezuela, with experience, knowledge and technical expertise in the thematic area of cash and markets.

Title: Cash and Markets Assessment Specialist

Location: Venezuela

Contract duration: 6 months

Start date: ASAP

FUNCTIONS

Under the functional supervision of the REACH LAC Coordinator based in Colombia, and IMPACT HQ in Geneva, the REACH Assessment Specialist is responsible for technical coordination of price and market monitoring initiatives and/or additional cash and market assessments in Venezuela in support of the Cash Working Group, including preparation, implementation, and reporting.

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

In his/her mission, the Assessment Specialist 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 Specialist is responsible for:

- Providing technical inputs into the design and implementation of research and assessments
- 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 coordinating members of the Cash Working Group, guaranteeing all are 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 partners
- 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.
- 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 Specialist 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 cash and markets, through either research, evaluation, or assessments
- Knowledge or prior experience of market or supply chain analysis
- Prior field research experience required
- Excellent analytical skills
- Excellent communication and drafting skills for effective reporting
- Excellent coordination skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Past experience in South America region is desirable
- Fluency in English and Spanish required
- 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
- Ability to work independently and manage people remotely
- Ability to operate in a complex and challenging security environment
- Familiarity with the aid system and understanding of donor and governmental requirements.

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.

HOW TO APPLY

Please send, **in English**, your cover letter, CV, and three references to jobs@impact-initiatives.org

Ref:

Please **indicate the reference** in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>