

Job Description

AGORA ASSESSMENT OFFICER

(Reference: 20/UKR/AO03)

CONTEXT AND OVERVIEW

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.

We are currently looking for an Assessment Officer to support our team in Ukraine for the AGORA initiative.

Title: AGORA Assessment Officer
Location: Slovyansk, Ukraine with frequent travels to Kyiv, Severodonetsk and Mariupol
Contract duration: 12 months
Start date: July 2020

We currently have an open position for an Assessment Officer in Ukraine, seeking an established professional with knowledge and technical expertise in implementing multi-stakeholder assessments in a development context. The ideal candidate will be eager to work in a dynamic organization with opportunities to build coordination skills whilst overseeing multi-sector assessments which inform the humanitarian needs overview and humanitarian response plan.

COUNTRY PROFILE

In May 2019, the Ukraine conflict opposing the Ukrainian Government and non-state armed groups in the Donetsk and Luhansk regions entered its fifth year. The 427-km contact line separating the warring factions continue to experience hundreds of daily ceasefire violations often provoking both military and civilian casualties. As of January 2018, the conflict has killed more than 13,000 people. According to the Ministry of Social Policy more than 1.4 million people were displaced because of the war and have resettled away from conflict areas in Ukraine and non-government-controlled areas, in Russia and other neighbouring countries. The crisis in Ukraine is currently marked by regular spikes in fighting in strategic high-density urban areas in Avdiivka, Popasna, Stanitsa Luhansk and Mariupol the challenges facing IDPs after five years of displacement and the limited access to the large population residing in non-government areas.

In 2017 in partnership with the major aid actors, IMPACT started the process of implementing an area-based assessment understanding of the specific challenges facing settlements close to the contact line (within a 5km buffer). This was the first area-based assessment (ABA) implemented in Ukraine and paved the way for the implementation of Capacity and Vulnerability Assessments (CVA), which capitalized on the methodology of the ABA and increased the geographical scope of the analysis to all the raions (administrative unit level 2) and municipalities along the line of contact. In 2018, IMPACT was able to implement 8 such analysis available online. In 2018, IMPACT plans to scale up the CVA approach in areas further away from the line of contact to inform recovery programmes in the Government Controlled Areas (GCA) of Donetsk and Luhansk oblast. For this program, IMPACT is looking for an assessment officer for a duration of 12 months based in Sloviansk.

FUNCTIONS

Under the functional supervision of the IMPACT Assessment Manager in Ukraine and IMPACT HQ in Geneva, the AGORA Assessment Officer is responsible for the coordination and implementation of all assessments in Ukraine falling under the AGORA portfolio. He/she is also responsible for related coordination of logistics, partner engagement, reporting and project reporting.

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

Under the supervision of the Assessment Manager based in Kyiv, Ukraine, the AGORA Assessment Officer will be responsible with the support of the REACH team in-country:

- A. To coordinate implementation of all CVAs in all geographical units targeted under the AGORA programme
 - B. Draft assessment reports and tools documenting the key steps of the research cycle
 - C. Share assessment results to key stakeholders
 - D. Provide project management and M&E capacity to the assessment component of the REACH programme
- A. To coordinate implementation of all CVAs in all geographical units targeted under the AGORA programme
 - Support consultation with all critical partners including the United Nations, oblast authorities, raions authorities and hromada authorities
 - Adjust research design based on inputs from partners and the country focal point in accordance with IMPACT tools and templates
 - Adjust data collection strategies and tools based on research design strategy and global best practice
 - Coordinate the implementation of large household surveys with the support of the field manager and field team leaders
 - Consolidate inputs from partners, HQ and the team on all key assessment documents
 - Adjust data collection strategies when needed
 - B. Draft assessment reports and tools documenting the key steps of the research cycle
 - Manage a team of two local assessment officers responsible for drafting outputs in English and Ukrainian
 - Ensure overall quality of outputs and adherence to standard IMPACT processes
 - Proofread assessments and other key products to be released by IMPACT
 - Oversee the development of a PowerBI platform to visualize assessment data in an interactive way
 - Provide suggestions in terms of data visualization and data communication
 - Ensure regular communication with Geneva HQ at critical steps of the assessments
 - Ensure tracking of all feedback provided on products

- C. Share assessment results to key stakeholders
 - Draft presentations of assessments results
 - Present key findings in different forums such as local level meetings, partner meetings and national level forums
 - Suggest derivative products to communicate assessment results to wider audiences
- D. Provide project management and M&E capacity to the assessment component of the REACH programme
 - Support close compliance to M&E procedures of ACTED and IMPACT
 - Provide suggestions for improving of programme monitoring practices
 - Provide inputs into programme reports and project management tools (PMF, Monthly Coordination Reports)
 - Conduct local staff appraisals and HR reviews

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 master's degree in development economics, or another relevant discipline
- At least 3 years of relevant working experience in development or transitional settings, through either research, evaluation, assessments, or programmes
- Past experience in managing large scale multi-stakeholder assessment required
- 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 conflict affected regions is desirable
- Fluency in English required, Russian language skills is highly desirable
- 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