

Job description

HARD-TO-REACH ASSESSMENT OFFICER IN AFGHANISTAN

(Ref: 20/AFG/AOH2R01)

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 Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, GIS and remote-sensing. 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, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a HTR Assessment Officer to support our Afghanistan team.

Position: Assessment Officer

Contract Duration: 6 months

Location: Kabul, Afghanistan

Start date: ASAP

COUNTRY PROFILE

REACH has been present in Afghanistan since 2016, providing a growing evidence base for humanitarian response planning through sectoral, multi-sectoral and area-based assessments as well as information management services. Working across all 34 provinces, including hard-to-reach areas, the Afghanistan team's research supports and facilitates emergency response efforts immediately following conflict or natural disaster as well as more long-term oriented resilience and recovery activities.

As part of its Inter-Sectoral Research Unit (ISRU), REACH coordinates the Whole of Afghanistan (WOA) and Hard-to-Reach (HTR) research (both facilitated by the Inter-Cluster Coordination Team), as well as the information management of the Emergency Response Mechanism (ERM) and Joint Market Monitoring Initiative (JMMI). In partnership with all Cluster and other stakeholders, these programmes form the basis of Afghanistan's humanitarian needs analysis and response planning process.

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REACH Afghanistan is looking for an Assessment Officer to lead on the Hard-to-Reach (HTR) research, as of October 2020.

POSITION PROFILE

IMPACT is seeking an experienced candidate, who has previously designed and implemented quantitative and/or qualitative assessments - ideally in a humanitarian setting. Under the supervision of the Head of the Inter-Sectoral Research Unit (ISRU), the Assessment Officer will be leading the coordination and implementation of humanitarian needs monitoring in 100 of the most hard-to-reach districts of Afghanistan. The candidate should be comfortable representing IMPACT in cluster and multi-sector meetings and be able to coordinate and liaise with a range of external partners on technical issues.

The Assessment Officer responsibilities include:

1. Research Cycle Management and Coordination

- Design the methodology and tools associated with each HTR assessment;
- Plan, implement, and follow-up of all specific HTR assessment activities conducted in country;
- Coordinate HTR activities across the Assessment, Data, and Operations department (including field staff in all regions of Afghanistan) and keep the Senior Management Team (SMT) updated about process and delays.

2. Analysis and Reporting

- In coordination with the Data team, conduct and consolidate all analyses and conclusions from HTR assessments into REACH products such as factsheets, reports and briefs using standard formats;
- Develop accurate assessment outputs, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.

3. External Engagement

- In coordination with the Head of the ISRU, present HTR outputs and findings at sectoral and inter-sectoral fora, as well as the wider humanitarian aid community in Afghanistan.
- In coordination with the Head of the ISRU, represent REACH at sectoral and inter-sectoral fora.

4. Project Development

- Support the Head of the ISRU, in the timely and accurate preparation of narrative reports and grant proposals related to HTR activities.

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 IMPACT and its partners, or collected during his/her assignment with IMPACT.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills;
- At least 1,5 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- Excellent communication and drafting skills for effective reporting and external coordination;

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- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to operate in a complex and challenging security environment;
- Excellent ability to operate Microsoft Word, Excel and Project Management Software;
- Fluency in English required;
- Ability to work independently;
- Skills in SPSS, R or related statistical software are considered a strong asset;
- Knowledge and experience with GIS software are considered an asset.

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.

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