

RESEARCH MANAGER IN AFGHANISTAN

(REFERENCE: 20/AFG/RM01)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a leading Geneva-based think-and-do tank which aims to improve the impact of humanitarian, stabilisation and development action through data, partnerships and capacity building programmes. The IMPACT team comprises specialists in coordination, data collection, management and analysis, GIS and remote-sensing.

The organisation manages several initiatives, including the REACH Initiative. REACH was born in 2010 as a joint initiative of the 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 provide granular data, timely information, and in-depth analysis to support the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. The work of REACH directly feeds into aid response and decision-making by providing accessible and precise information on the humanitarian situation of crisis-affected populations.

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.

REACH Afghanistan is looking for a Research Manager to head the ISRU, as of October 2020.

We are currently looking for a Research Manager to support our Afghanistan team.

Position: Research Manager
Contract Duration: 12 months
Location: Kabul, Afghanistan
Start date: ASAP

POSITION PROFILE

IMPACT is seeking an experienced candidate, who has previously managed teams and implemented aid projects in a humanitarian setting. Under the supervision of the Country Coordinator, he/she will be the Head of the Inter-Sectoral Research Unit (ISRU). The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners.

The Research Manager will be responsible for the management of the ISRU, including all of its staff and research cycles in Afghanistan. The Research Manager will also be responsible for related logistics, partner coordination, reporting and finance requirements. He/she will be part of the Senior Management Team and play a key role in the development and implementation of the country strategy.

The Research Manager responsibilities include:

1. Staff Management

- Direct management of international and senior national team members, including recruitment, the conduct of appraisals, as well as staff career management;
- Development and implementation of capacity training plans for team members;
- Day-to-day management of team members, including the development of work plans and performance indicators.

2. Strategy Development and Implementation

- Development and implementation of an annual unit strategy;
- As a member of the Senior Management Team (SMT), contribute to the development and implementation of the REACH Afghanistan country strategy;
- Strengthened dissemination strategies to strengthen the impact of the ISRU programmes;
- Engagement with HQ on ISRU research and/or coordination.

3. Project/Research Cycle Management

- Ensure all ISRU assessments are planned in line with relevant project and program objectives and with global REACH guidelines;
- Keep track of all progress and delays throughout ISRU projects and research cycles;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure a timely completion of the project.

4. External Engagement

- In coordination with the Country Coordinator and SMT, represent REACH with donors, partners, and the wider humanitarian aid community in Afghanistan.

5. Grants Management

- In coordination with the Country Coordinator, draft relevant project narrative and financial reports;
- Maintain an oversight of budget and expenditure for ISRU-relevant grants;
- Ensure that contractual obligations are met in terms of programs deliverables;
- Ensure activities are implemented according to the approved donor and partnership agreement.

The Research Manager 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;
- At least 4 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- Demonstrated team management skills;
- Demonstrated ability to engage with donors and senior coordination-level partners;
- Ability to operate in a complex and challenging security environment;
- Excellent ability to operate Microsoft Word, Excel and Project Management Software;
- English communication and drafting skills for effective reporting;
- Skills in SPSS, R or related statistical 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>