BACKGROUND ON IMPACT, REACH AND ACTED
IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises of specialists in data collection, information management, data analysis, and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarters is based in Paris and is present in thirty countries. The two organisations have a strong complementarity formalised in a global partnership, enabling IMPACT to benefit from ACTED’s operational support on its fields of intervention.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their 3,300 staff are committed in responding to emergencies worldwide, in supporting recovery and rehabilitation, and working towards sustainable development.

We are currently looking for an assessment officer in Iraq to support the REACH Initiative team.

Title: Assessment Officer - CCCM (level dependent upon profile)
Duration: 6 months
Start date: ASAP
Location: Erbil, Iraq

COUNTRY PROFILE
ACTED has been working in Iraq since 2003, providing humanitarian support to vulnerable populations through multi-sector emergency assistance. The REACH Initiative has been present in Iraq since 2012, supporting humanitarian decision-making with assessments and information management activities focusing on the needs of displaced, returnees, and conflict-affected populations. Today, data collected and disseminated by REACH aims to provide a baseline for ongoing response planning efforts across Iraq.

REACH assessment activities in Iraq are currently focussed along the three major themes:
- Support for decision-makers in the humanitarian planning cycle;
- Information support and advocacy for durable solutions for internally displaced persons and returnees;
- Third-party quality monitoring of humanitarian programmes.

REACH has its main assessment office in Erbil, with data collection teams working across Iraq.
RESPONSIBILITIES

Under the supervision of the REACH Humanitarian Program Cycle Research Manager, the REACH CCCM (Camp Coordination and Camp Management) Assessment Officer is responsible for the management and implementation of REACH assessments related to in-camp and informal settlements in Iraq including their preparation, implementation and follow-up. He/she will also be responsible for related logistics, partner coordination, reporting, and finance requirements and will be required to provide input to the strategic development of REACH in Iraq. S/he will also support liaising with relevant stakeholders, including the CCCM cluster and other key stakeholders.

1) Assessment Preparation and Planning
   - Designing and implementing IMPACT assessment strategy and methodology, including desk reviews and contribution to questionnaire and tool design;
   - Working with field staff to design and implement IMPACT assessment procedures, including coordinating and ensuring timely data collection and analysis, and in partnership with GIS team;
   - Ensuring the writing of timely and accurate assessment reports, factsheets, and other outputs (including designing and creating data visualisations using specific software when needed);
   - Supporting the development / revision of assessment / programme strategies, reports or new proposals;
   - Liaising with programme staff of other ACTED departments to ensure close coordination and information sharing is maintained.

2) Data collection
   - Supporting the identification and training of enumerators for primary data collection;
   - Helping to oversee data collection, in line with agreed ToRs;
   - Contributing to the management of logistics, financial, administration and HR processes related to research cycles and liaise accordingly with the relevant ACTED counterpart in compliance to ACTED FLAT procedures of all activities and teams that s/he supervises.
   - Drafting of situation updates on data collection progress for submission to IMPACT Country Focal Point, and, where relevant, external partners and stakeholders.

3) Data management
   - Ensuring that data is revised and cleaned, and that all revisions are recorded;
   - Conducting analysis on collected data as per ToRs;
   - Ensuring that data and its analysis are validated by IMPACT HQ before product drafting stage;
   - Ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.

4) Product drafting
   - Contributing to the writing of timely and accurate assessment reports and factsheets, which comply with IMPACT’s guidelines;
   - Communicating in advance with GIS colleagues mapping needs for the production of assessment outputs;
   - Ensuring that all written products are validated by IMPACT HQ before external release.
5) External coordination
   - Representing REACH in multi-sector meetings / technical working groups in country and follow-up on technical issues identified in sector meetings. This specifically will include liaising with external partners to identify potential for data sets to be integrated into existing databases and mapped, to support the coordination of the broader humanitarian community.

6) Reporting, administration and HR
   - Ensuring the completion of reports to be submitted to project partners and donors;
   - Supporting the completion of financial reports through regular budgetary follow-up.

REQUIREMENTS
   - Excellent academic qualifications, including ideally a Master’s degree in a relevant discipline;
   - Excellent analytical skills–ability to situate findings within a wider context;
   - 2+ years of relevant working experience in the humanitarian sector;
   - Familiarity with the aid system, and understanding of donor and governmental requirements;
   - Knowledge of camp management an asset;
   - Familiarity with the displacement and the humanitarian context in Iraq an asset;
   - Understanding of the global and country level cluster approach, an asset;
   - Experience conducting data analysis;
   - Experience conducting data collection, an asset;
   - Fluency in English required;
   - Ability to operate Microsoft Word and Excel;
   - Ability to operate STATA, SPSS, R or related statistical programming, an asset;
   - Ability to operate Adobe InDesign and Illustrator, an asset;
   - Ability to operate Kobo, ODK or similar data collection software, an asset;
   - A self-starter with a strong existing ability to work independently;
   - Strong interpersonal and communication skills;
   - Ability to operate in a cross-cultural and cross-country environment, requiring flexibility

Other:
   - Good attention to detail, and commitment to producing high quality work;
   - Openness to feedback and willingness to learn;
   - Ability to work independently with initiative, and strong capacity to work in an intercultural team;
   - Flexibility and adaptability to ever-changing needs and responsibilities

The ideal candidate will be eager to work in a dynamic organisation with opportunities to build skills with an international team in a humanitarian context. This position is based in Erbil, Iraq, with travel required.