

PANDA Senior Assessment Officer

(Reference: 20/JDN/SAO01)

BACKGROUND ON IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization 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.

This position is for a Senior Assessment Officer to join the PANDA unit in Jordan. PANDA provides independent consultancy services to humanitarian and development actors. The general objectives of assessments conducted under PANDA are increased effectiveness, efficiency and efficacy of aid, recovery and stabilization interventions.

We are currently looking for a PANDA Senior Assessment Officer to support our Jordan team.

Department: PANDA

Contract duration: 11 working days from 24 November to 31 December (to be confirmed)

We are seeking an extension to the project which would add an additional 11 days from 1-31 January

Location: Geneva, Switzerland working on Jordan; remote support from third location acceptable given the ongoing COVID-19 Pandemic

Starting Date: ASAP

POSITION PROFILE

IMPACT will conduct a rapid baseline evaluation to understand the situation of households in informal tented settlements (ITS) in Jordan, and how UNICEF can improve its services to them. IMPACT's PANDA Initiative is looking for a Senior Assessment Officer to lead the design and reporting aspects of this evaluation, and provide technical backstopping during the data collection phase.

TEAM

The Assessment Specialist, supported by the PANDA Global Coordinator, will be responsible for full management of the research cycle, from leading the secondary data review, developing the research design, overseeing the collection of data, cleaning and analyzing the data, and synthesizing the results as part of a final report. The PANDA Global Coordinator will support engagement with the donor, provide oversight, and general guidance. An Assessment Intern, based in Amman, will provide support through all phases of the assessment as directed by the Assessment Specialist. A GIS/ MIS specialist will provide contextual understanding, spatial verification of data collection, and support to analysis where needed. A senior Field Manager will lead all aspects of data collection. The foreseen role of the Senior Assessment Officer is detailed below:

FUNCTIONS

Under the functional supervision of the PANDA Global Coordinator and with support from the IMPACT HQ PANDA Manager, the Senior Assessment Officer is responsible for:

1. Overall assessment management

- Develop and mutualize a comprehensive workplan and team communication process to ensure all aspects of the assessment are delivered on time and on budget
- Raise any issues or delays with UNICEF and PANDA Global Coordinator and ensure resolution

2. Lead the research design process

- Lead development of assessment objective, research questions, indicators, and qualitative/ quantitative survey tool design;
- Draft TOR in accordance with IMPACT internal guidelines
- Lead key stakeholder engagement and consultations with UNICEF related to research design.

3. Oversight of data collection activities

- Ensure data collection is taking place as expected and according to plan
- Ensure data quality through effective management of Sr Field Manager, GIS/ MIS Specialist and Assessment Intern

Should a contract extension be granted, additional activities will include:

4. Lead production of final outputs

- Ensure analysis of data is conducted in accordance with IMPACT internal guidelines
- Ensure outputs (presentation of findings and report) are drafted and finalized in accordance with IMPACT internal guidelines

REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline;
- Familiarity with IMPACT's Research Cycle Guidelines
- Experience implementing large-scale assessments, both qualitative and quantitative;
- Experience leading collaborative assessments, consulting key stakeholders and incorporating diverse feedback;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency in English required;
- Ability to work independently and work effectively with a remote team.

CONDITIONS

- Salary defined by the IMPACT salary grid.