

REACH RESEARCH MANAGER

(CAMPS AND DISPLACEMENT)

(Reference: 21/SYR/RM02)

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 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. 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 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.

We are currently looking for a Research Manager to support our team in Amman, Jordan.

Department: REACH
Position: Research Manager – Camps and Displacement unit
Contract duration: 12 months
Location: Amman, Jordan
Starting Date: ASAP

COUNTRY PROFILE

Into its tenth year of conflict, conditions in Syria remain highly volatile and marked by intense violence and limited humanitarian access. The scale, complexity, and severity of humanitarian needs in Syria extends the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. However, informing operational and strategic planning remains highly challenging, as accessibility and security issues impede systematic data collection. A lack of timely and consistent data undermines the ability of humanitarian actors to review their approach in light of the dynamic context. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has over the years grown significantly both in size and in influence as an actor in the Syria response.

Broadly speaking, REACH Syria implements assessments within four key streams:

- Monitoring of the humanitarian situation in Syria, through monthly assessments covering over 1,600 communities in Syria, market monitoring to track prices of goods as per the survival minimum

expenditure basket (SMEB), and ad hoc rapid assessments in times of sudden escalations in conflict or natural disasters.

- Displacement tracking, through tracking the movement of IDPs and Returnees as well as monitoring the humanitarian situation inside IDP camps and informal settlements.
- Remote sensing activities, across all thematic areas, to serve as a triangulation source and facilitate a more coordinated response, including shelter counts, flood hazard assessments, camp boundary mapping, etc.
- Technical support to clusters, for example in the form of coordination and implementation of sector and multisector assessments to inform the HNO, production of thematic assessments, presentations of findings, and capacity building.

For examples of REACH Syria information products, please see below:

[HSOS Northwest Syria regional factsheet – December 2020](#)

[Northeast Syria Informal Sites and Settlements Profile – November 2020](#)

[Camp Infrastructure map – Roj Camp, Northeast Syria – October 2020](#)

POSITION PROFILE

Under the supervision of the REACH Syria Deputy Country Coordinator (DCC), the Research Manager is responsible for the management of the Camps & Displacement portfolio, including all of its staff and research cycles such as camps and sites profiling and mapping; IDP population and IDP movement monitoring, and ad-hoc IDP movement or intentions assessments. The Research Manager is directly accountable to the Deputy Country Coordinator for strategic relevance, efficient use of resources, HQ alignment, and quality control within his/ her Unit, including implementation, resource mobilization and management, partnership framework, dissemination and evaluation of all activities conducted within his/her Unit.

In his/her mission, the Research Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues.

FUNCTIONS

Under the management of the Deputy Country Coordinator, the Research Manager oversees the programs and staff within the Camps and Displacement Unit. Within his/her Unit, the Research Manager leads the IMPACT team to achieve program excellence and ensure the highest level of impact and accountability, while ensuring compliance to IMPACT's guidelines and standards. As part of the country's Senior Management team, she/he contributes to the development and implementation of IMPACT's country strategy, and promotes organizational vision and core values across the mission.

RESPONSIBILITIES

The Research Manager responsibilities include the following:

STRATEGY DEVELOPMENT & IMPLEMENTATION

- Context analysis: With a specific attention on his/her Unit's technical, programmatic and institutional focus, and in coordination with the DCC, the RM ensure that IMPACT has an up to date understanding of:
 - The country's socio-economic situation, the impact of a crisis and the aid/humanitarian situation;

- The aid/humanitarian planning, coordination and response mechanisms, as well as key aid/humanitarian stakeholders.
- Develop and oversee the implementation of a Unit Strategy in alignment with country and global priorities, and fully integrated into country strategy; take a lead role in identifying strategic opportunities for strengthening IMPACT's work in the country within the scope of his/her unit; in particular:
 - Consolidate and strengthen ongoing programming and operations within Unit;
 - Ensure Unit's activities are relevant and have a measurable impact on the aid/humanitarian response;
 - Identify new programs and approaches in which the Unit can add value to the aid/humanitarian response;

RESEARCH PLANNING AND IMPLEMENTATION:

- Ensure that all research is planned in line with relevant project and program objectives and with the Unit/Country strategy
- Ensure that all research complies with IMPACT's HQ Research Department and other relevant guidelines;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning.
- Ensure logistics, financial, administration, security and HR processes directly related to the Unit's work and ongoing assessment have been appropriately implemented and coordinated with the relevant ACTED departments.

KNOWLEDGE SHARING AND LEARNING PROCESS

- Ensure the development and application of a M&E system/plan for each program within Unit, in line with IMPACT's M&E guidelines;
- Lead on internal and external program evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary.

PROJECT CYCLE MANAGEMENT

- Management of relevant all Project / Grant cycles within his/her Unit (in coordination with DCC);
- Control project budgets within Units to avoid under/over spending, in link with DCC;
- Ensure accurate and timely financial reporting and budget expenditure, in link with DCC.
- Ensure proper asset management;

TEAM MANAGEMENT AND LEADERSHIP

- Provide leadership within their unit as well as within the country Senior Management Team
- Transmit IMPACT's values and vision, and their declination within his/her unit.
- Ensure that staff within his/her unit understand and are able to perform their roles and responsibilities;
- Promote team building, productivity and staff welfare;
- Mentor and support the Unit team to build capacities, and improve efficiency and performance;
- In support of the DCC, contribute to transparent and timely identification and recruitment staff working in the Unit;

EXTERNAL ENGAGEMENT

- Senior external engagement and output dissemination with relevant UN agencies, local and national government, and NGO stakeholders, as well as coordination of external engagement by all unit staff

- Under the guidance of the DCC, lead the development of content and information for country level advocacy
- Development strategic partnerships with key humanitarian stakeholders and decision makers
- Develop proposals, concept notes, and budget in close coordination with the IMPACT Country Coordinator, in line with the Unit and Country Strategies.

REQUIREMENTS

- **Academic_** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar).
- **Management experience:** Previous experience in a management role in a INGO at field level. Proven track record in successful management of international and national teams in humanitarian contexts.
- **Familiarity aid system:** Familiarity with the aid system, and the research community;
- **Communication/reporting skills:** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high level presentations/briefings.
- **Years of work experience:** At least 3 years of relevant working experience or proven progression within IMPACT.
- **Research skills:** Excellent research and analytical skills an asset. Experience in assessments, M&E, field research, evaluations an asset.
- **Software skills:** Familiarity with R or other statistical analysis software an asset. Familiarity with GIS analysis/mapping software an asset.
- **Multi-tasking skills:** Ability to multitask with tight deadlines, on numerous research cycles in complex environment;
- **Level of independence:** A self-starter with a proven ability to work independently;
- **Cross-cultural work environment:** Ability to operate in a cross-cultural environment requiring flexibility;
- **Experience in geographical region:** Past experience with the Syria context is desirable;
- **Language skills:** Fluency in English required, competency in Arabic or Kurdish 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 provided in country
- 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
- Accompanied Status provided
- Provision of medical, life, and repatriation insurance + retirement package