

Job Description

SENIOR ASSESSMENT OFFICER: PDM AND PANDA

(Reference: 21/IRQ/SAO02)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two INGOs (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 think tank, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing.

We are currently looking for a Senior Assessment Officer to support our team in Iraq.

Department: IMPACT
Position: Senior Assessment Officer – Post Distribution Monitoring (PDM) and PANDA
Contract duration: 12 months (renewable)
Location: Erbil, Iraq
Start date: ASAP

COUNTRY PROFILE

REACH Initiative has been present in Iraq since 2012, supporting humanitarian and development 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 focused 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 programs.

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

POSITION PROFILE

Under the line management of the Cash and PDM Research Manager in Iraq, the Senior Assessment Officer is responsible for the implementation of REACH's research cycles in Iraq, including the preparation, data collection, analysis, drafting, dissemination and evaluation stages. Specifically, it is envisaged that his position will take on a leadership role for Iraq's PANDA portfolio, which focuses on providing direct information support to donors looking to develop and/or evaluate humanitarian programming.

REACH is seeking an experienced candidate, who has previously designed and implemented mixed-methods assessments – ideally in a humanitarian setting. The candidate should be capable of synthesizing qualitative, quantitative, and geospatial information to write clear, engaging reports conveying the results of the monitoring assessments. The candidate should also be comfortable representing REACH and the consortium in multi-sector meetings and able to coordinate and liaise with external partners on technical issues. Finally, the candidate should ideally have prior line management experience and a willingness and interest in mentoring and managing more junior team members.

In his/her mission, the Senior Assessment Officer will be hosted by REACH's global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

RESPONSIBILITIES

The IMPACT Senior Assessment Officer is responsible for overseeing the planning, implementation and follow up of research cycles to which s/he is assigned, in close coordination with other team members and with relevant external partners. In doing so, the Senior Assessment Officer will ensure an effective management of related projects and resources, including line-management of national and international assessment staff.

More specifically the Senior Assessment Officer is responsible for the following:

1) RESEARCH PLANNING

- Support the design and development of concept notes and proposals for donors and implementing partners;
- Ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT's research cycle and other relevant guidelines; and
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tools using Kobo Collect and Open Data Kit (ODK).

2) RESEARCH IMPLEMENTATION

- In close liaison with field officers, ensure that enumerators are trained for primary data collection;
- Manage assessment logistics, including identifying assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops;
- Keep track of progress and delays of all assigned assessments throughout the research cycle. Ensure that delays or identified challenges for assessments are reported in writing and orally in a timely manner;

- In close liaison with the database officers, ensure that data is revised and cleaned, and that all revisions are recorded; and
- Provide data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyse the data collected.

3) DRAFTING OF RESEARCH PRODUCTS

- Drafting of timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc which comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact in line with their intended use; and
- Provide support and oversight to direct reports and other members of the team in the drafting and editing of reports for other research cycles.

4) EXTERNAL ENGAGEMENT

- Ensure that relevant partners are consulted and involved at all stages of research cycle;
- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision making; and
- Present research findings to relevant third parties in order to enhance their use and impact.

5) KNOWLEDGE SHARING AND LEARNING PROCESSES

- Generate and document robust lessons learned at the end of each Research Cycle; and
- Ensure knowledge and learning processes are shared with other Units and teams within mission, and with HQ.

6) PROJECT CYCLE MANAGEMENT

- Ensure compliance to project cycle management requirements and guidelines at all phases;
- Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ; and
- Support the line manager, finance and grants colleagues in drafting of relevant project narrative and financial reports.

7) TEAM MANAGEMENT AND CAPACITY BUILDING

- Line management of national and international assessment team members;
- For staff under his/her responsibility, conduct of appraisals, provision of regular feedback, and participation in career management;
- Conduct regular meetings with relevant national and international assessment staff members to assess progress in relevant research cycles and to review work plan;
- Ensure that project/field staff are given required training and resources to achieve their tasks; and

- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity.

DATA CONFIDENTIALITY AND PROTECTION

The Senior Assessment Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. S/he 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's degree in a relevant discipline (Social sciences, development, economic, political science, etc.);
- At least 3 years of relevant work experience in humanitarian settings;
- Proven experience with complex research methods. Excellent analytical skills in both qualitative and quantitative research methodologies;
- Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint.
- Familiarity with the aid system is required;
- Experience working in the cash and livelihoods sectors an asset;
- Proven team management experience and skills; ability to build assessment capacity of team through training and mentoring;
- Excellent communication, drafting, and editing skills for effective reporting;
- Ability to multitask with tight deadlines, on numerous research cycles;
- Proven ability to work independently;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Fluency in English;
- Ability to operate in a complex and challenging security environment.

HIGHLY DESIREABLE

- Experience incorporating GIS in research projects;
- Good understanding of various sampling frameworks;
- Advanced skills in R, or other statistical analysis software;
- Knowledge of InDesign;
- Prior knowledge of the region an asset;
- Proficiency in Arabic (MSA or relevant dialect).

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 by IMPACT's partner ACTED

- 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