

Job Description

REACH SENIOR ASSESSMENT OFFICER (Reference: 21/UKR/SAO01)

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 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 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, GIS and remote-sensing. 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, which allows IMPACT to benefit from ACTED's operational support in its field intervention.

We are currently looking for a REACH Senior Assessment Officer to join our team in Ukraine.

Department: REACH

Position: REACH Senior Assessment Officer

Contract duration: 12 months

Location: Sloviansk, Ukraine

Starting Date: ASAP

COUNTRY PROFILE

In May 2020, the conflict in Ukraine entered its seventh year. The 427-km contact line that separates government- from non-government-controlled areas continues to experience ceasefire violations and disrupt the lives of people in surrounding areas. REACH's assessments over the years have shown the numerous ways in which the contact line has impeded access to employment and basic services for many living in the government-controlled areas. Compounding these challenges, the outbreak of COVID-19 led to significant reduction in economic activity and the employment rate in Ukraine in early 2020.

POSITION PROFILE

FUNCTIONS

Under the supervision of the REACH Research Manager, the Senior Assessment Officer is responsible for the management and implementation of REACH assessments in eastern Ukraine, including their preparation, implementation and follow-up. S/he 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 Ukraine.

Summary

The Senior Assessment Officer shall be responsible for:

- In coordination with the REACH Country Coordinator and Research Manager, the Officer will lead and support other REACH team members in implementing REACH's assessment strategy and methodology, largely focused on **multi-sectoral approaches such as the Multi-Sector Needs Assessment, Humanitarian Situation Monitoring, and other household socio-economic studies.**
- Actively advocate for the establishment of a community of practice around common methodologies, tools and analysis, and provide oversight of analysis and reporting from collaborative assessments;
- Liaise with REACH GIS/Data and Field Units to ensure a smooth and timely implementation of activities;
- Ensure the drafting of timely and accurate assessment reports and factsheets from REACH-led assessments;
- Represent REACH in assessment-related external coordination meetings, including participation in monthly coordination meetings, facilitation of assessment workshops, presentations of assessment findings, and participation in capacity-building initiatives;
- Support with capacity building of internal REACH staff and external partners;
- In coordination with REACH Country Coordinator, external representation of REACH with donors, partners and the wider aid community;
- Support the development/revision of assessment / programme strategies, reports or new proposals

1. RESEARCH CYCLE MANAGEMENT AND COORDINATION

- Objective 1.1: Management and implementation of assessment processes

The Assessment Officer, in close coordination with REACH GIS/Data and Field teams, is responsible for designing the assessment approach and methodology according to REACH requirements and principles as well as partners' information needs. This will specifically include ensuring usage and understanding of the common methodologies, designing of data collection tools (household surveys, focus groups, and more), and analysis and contextualization of assessment data to contribute to activity outputs such as factsheets, reports, and other data visualizations.

The Assessment Officer will oversee the planning, implementation, and follow-up of REACH assessment activities conducted in country. This will include supporting the field manager and field team leaders in the implementation of household surveys and key informant interviews, and contributing to enumerator and team leader training sessions in preparation for field. The Assessment Officer will also support the REACH Data team in monitoring and adjusting data collection strategies and tools based on feedback from the field and ensuring overall quality of data and adherence to standard IMPACT processes.

The Assessment Officer shall manage logistics, financial, administration and HR processes directly related to their portfolio and liaise accordingly with the relevant IMPACT HQ and/or ACTED Ukraine support department.

- Objective 1.2: Coordination

The Assessment Officer is responsible for assessment logistics with partner organisations, identifying joint assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops.

This includes both direct assessments by REACH teams and indirectly by assisting with the implementation of the collaborative assessments conducted by partners.

2. REACH REPORTING

- Objective 2.1: Assessment Reporting

The Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports, presentations and briefs using standard formats. S/he will lead on accurate reporting of findings based on defined information needs, and will lead on data visualization and data communication. S/he will liaise with Geneva and Regional GIS/DB Specialists in order to represent data in interactive web map or static map format, as relevant.

The Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. S/he must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information. S/he will ensure that assessment reports contribute to aid coordination and planning and add to the general base of field knowledge in the country for all organisations working in the areas.

- Objective 2.2: Programmatic Reporting

The Assessment Officer will assist the Country Coordinator in the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Grant Management and Finance departments.

3. REACH HR MANAGEMENT

- Objective 3.1: Staff Management

The Assessment Officer is responsible for day-to-day management of project staff. S/he is expected to guide and direct REACH staff and prepare and follow up workplans with each staff member that directly reports to him/her. The Assessment Officer may be required to take the lead in the recruitment of other assessment staff in coordination with the HR Department(s) and REACH Country Coordinator. This will include the preparation of ToRs, observation of recruitment procedures by planning recruitment needs in advance, and interviews.

The Assessment Officer will ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood. S/he will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

- Objective 3.2: Internal Capacity Development

The Assessment Officer is responsible, in coordination with the IMPACT Country Coordinator, for the development and implementation of capacity training plans for REACH assessment and field team members. He/ she is responsible for setting clear and personalised development goals, and designing training and mentorship plans to assist team members in professional development.

4. REPRESENTATION

- Objective 4.1: External Coordination

Representation of

agencies and any other relevant inter-governmental institutions at the national or provincial level. IMPACT/REACH in cluster and multi-sector meetings/ technical working groups in country and follow up on technical issues identified in

cluster meetings in other parts of the country. This specifically will include liaising with external partners to identify potential for REACH datasets and analytical approaches to be reflective of response priorities and integrated within existing fora to support the coordination of the broader humanitarian community.

The Assessment Officer may further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator.

More generally, the Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of REACH's mandate, ethics, values and stand-point with regard to other actors.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

REQUIREMENTS

- ❖ At least 2 years of relevant working experience in humanitarian settings;
- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent research design and analytical skills;
- ❖ Experience working in Health, Protection, WASH, or Livelihoods an asset;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent interpersonal and team management skills;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Ability to operate in a complex and challenging security environment;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Prior knowledge of the region an asset;
- ❖ Fluency in English required, competency in Ukrainian or Russian an asset;
- ❖ Ability to operation Microsoft Word, Excel and Project Management Software;
- ❖ Ability to operate Stata, R, SPSS, or related statistical programming an asset;
- ❖ Ability to work independently.

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Lodging provided at the organisation's guesthouse
- Transportation costs covered, including roundtrip ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package