

REACH ASSESSMENT OFFICER IN LIBYA

(Reference: 21/LBY/AO01)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectives are expected to reach 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

REACH was created 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.

We are currently looking for a Assessment Officer to support our REACH team in Libya, based in Tunis

Department: REACH
Position: REACH Assessment Officer
Contract duration: 6 months
Location: Tunis, Tunisia
Starting Date: ASAP

POSITION PROFILE

FUNCTIONS

Under the supervision of REACH Senior Assessment Officer, the REACH Assessment Officer is responsible for the management and implementation of REACH protection-related assessments in Libya including their preparation, implementation, and follow-up. This will involve working on a planned assessment related to social protection, as well as other ongoing and future assessments. 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 Libya. S/he will also be responsible for liaising with relevant stakeholders, including the protection sector and other key actors working on the Libya response.

Summary

The REACH Assessment Officer will:

- Help to design and implement REACH protection assessments, including development of methodologies, tools, and the production of outputs.
- Help to develop REACH Libya's protection strategy through monitoring events in the country closely and engaging with various stakeholders.
- Provide information management support through in-depth data analysis, technical training development, macro development, IM platform management, and/or geo-referencing, when possible.
- Ensuring the writing of timely and accurate assessment reports and factsheets with integration of sector and/or partner feedback;
- Manage project timeframes and assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Support the development/revision of protection assessment/programme strategies, reports or new proposals;
- Liaising with programme staff of other ACTED departments to ensure close coordination is maintained;
- Under the supervision of REACH Senior Assessment Officer, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Managing of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinating and ensuring timely data collection, analysis and, in partnership with GIS/DB team, mapping of datasets and ensuring that all collected data are geo-referenced

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

The REACH Assessment Officer is responsible for the implementation of assessment projects. This includes the design of the methodology and tools related to the assessment, as well as being closely involved with training of enumerators, overseeing data collection, carrying out data analysis and working on output creation, and the presentation of findings.

- Objective 1.2: Implementation

The REACH Assessment Officer will need to support logistics, financial, administration and HR processes directly related to REACH and liaise accordingly with the relevant ACTED counterpart. S/he is directly responsible for the implementation of proper ACTED FLAT procedures in all REACH interventions.

- Objective 1.3: Coordination

The REACH Assessment Officer shall provide technical support in coordination to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required REACH input to protection actors for added-value.

The REACH Assessment Officer is responsible for liaising with REACH partners for projects jointly run partner organisations in which REACH play a key role in coordination and information management.

2. REACH REPORTING

- Objective 2.1: Assessment Reporting

The REACH Assessment Officer is responsible for consolidating all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats. He/she 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 REACH Assessment Officer is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she 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. He/she 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

He/she will also manage the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up, in coordination with the REACH Country Coordinator.

The REACH Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among ACTED and IPs.

3. REPRESENTATION

- Objective 4.1: External Coordination

Along with the Senior Assessment Officer, the REACH Assessment Officer will be responsible for the representation of 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.

More generally, the REACH 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 and ACTED'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 and ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH and ACTED staff member.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills;
- At least 1.5 years of relevant working experience in humanitarian settings, in particular with work related to protection issues;
- Excellent communication and drafting skills for effective reporting;
- Excellent 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;
- Ability to operation Microsoft Word, Excel and Project Management Software;
- Ability to operate SPSS or related statistical programming an asset;
- Ability to work independently.
- Knowledge of protection concepts is an asset
- Ability to speak Arabic is 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
- Free 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