

REACH RESEARCH MANAGER – MULTI SECTORAL NEEDS ASSESSMENT (MSNA) - COLOMBIA

Reference: (21/COL/RM02)

CONTEXT AND OVERVIEW

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 join the REACH Unit in Colombia.

Title: REACH Research Manager (MSNA)

Location: Colombia

Contract duration: 9 months (with likely extension)

Start date: ASAP

Please note this position is dependent on funding confirmation.

POSITION PROFILE

REACH is seeking an experienced candidate who has previously managed teams and implemented aid projects in a humanitarian setting. Under the supervision of the Country Coordinator, he/she will oversee the design and launching of a Multi Sector Needs Assessment (MSNA) in order to support OCHA, the HCT in Colombia and relevant partners during the humanitarian planning cycle (HPC) for 2022. The research manager will be responsible for managing a team of assessment and GIS officers working on the MSNA, and will provide technical inputs and oversee the coordination of the launching of the MSNA with external partners, the development of research terms of reference (TORs), indicator and questionnaire design, joint analysis processes and output production and dissemination. The candidate should be comfortable representing REACH with donors and be able to coordinate and liaise with a range of senior external partners. The Research Manager will also be responsible for related logistics, partner coordination, reporting and finance requirements related to the MSNA. He/she will be part of the Senior Management Team and play a key role in the development and implementation of the country strategy.

This position is based in Bogota, Colombia, but may require travel in the country/region. Fluency in Spanish and English is required for this position.

FUNCTIONS

The Research Manager is responsible for:

1. External Engagement on the MSNA

- Work closely with OCHA management and relevant partner focal points throughout the MSNA process, to ensure that relevant partners are consulted and involved at all stages of research cycle: the design and preparation of activities; data collection; joint data analysis processes; review of research products; product dissemination; and lessons learnt;
- Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate;
- In coordination with the Country Coordinator, represent REACH/IMPACT in strategic and/or technical external engagements related to the MSNA;
- In coordination with the Country Coordinator, present research findings to relevant third parties, to enhance their use and impact;
- Support the IMPACT Country Coordinator in external engagement in relation to REACH/IMPACT strategy or (when requested and with focal point) to grants management.

2. Oversight of the project/Research Cycle Management for the MSNA

- Ensure that the MSNA is planned in line with relevant project and program objectives and with global REACH guidelines;
- Ensure that required secondary data analysis has been conducted in preparation for activities;
- Ensure relevant stakeholders and partners are engaged in assessment design, planning and joint analysis;
- Keep track of all progress and delays throughout the MSNA
- Monitor output achievement, project expenditure and ensure a timely completion of the project.
- Be available to provide regular support and technical backstopping to the MSNA team members;
- Under the direction of the Country Coordinator, engage in the dissemination of research products, including through articles, IMPACT social media contents, targeted e-mails, presentations, meetings, etc, in line with IMPACT Dissemination and External Communication Guidelines and Research ToRs;
- Under supervision of IMPACT HQ, ensure that research products are uploaded in relevant data portals, as specified in Research ToRs;
- Ensure that lessons learned are gathered and documented at the end of each research cycle;
- Support the Country Coordinator to conduct monitoring and evaluation as specified in the research ToRs and in line with IMPACT Guidelines

3. Staff Management

- Direct management of national team members working on the MSNA, including (in consultation with the country coordinator) the recruitment, as well as staff career management;
- Day-to-day management and supervision of team members throughout the MSNA process, including the development of work plans and performance indicators
- Development and implementation of capacity training plans for team members;

4. Other responsibilities

- In coordination with the Country Coordinator, draft relevant project narrative and financial reports;
- Maintain an oversight of budget and expenditure for the MSNA grant;
- Ensure that contractual obligations are met in terms of programs deliverables;
- Other tasks as requested by supervisors.

The Research Manager will maintain the strictest confidentiality on all data collected and related processes. He/she 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 Masters degree in relevant discipline;
- At least 4 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- Demonstrated team management skills and capacity to manage a large, diverse team
- Demonstrated ability to engage with donors and senior coordination-level partners
- Excellent coordination skills
- Excellent organisational skills and ability to multitask with tight deadlines
- Excellent ability to operate Microsoft Word, Excel and Project Management Software;
- Fluency in English and Spanish is essential
- English and Spanish communication and drafting skills for effective reporting;
- Familiarity with the humanitarian aid system, and understanding of donor and governmental requirements
- Ability to operate in a cross-cultural environment requiring flexibility;
- Past experience in South America region is desirable
- Skills in SPSS, R or related statistical software are considered 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