

JUNIOR RESEARCH OFFICER IN GENEVA, SWITZERLAND

(Reference: 21/HQ/JRO01)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation 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 of specialists in research design; data collection, management and analysis; GIS and remote-sensing. For more information visit: www.impact-initiatives.org and www.reach-initiative.org.

POSITION OVERVIEW

We are currently looking for a Junior Research Officer to join the IMPACT global team in Geneva, Switzerland.

Position:	Junior Research Officer
Department:	Research
Supervisor:	Research Reporting (RR) Unit Manager
Duration:	Open-ended
Start date:	June 2021
Location:	Geneva, Switzerland

The Junior Research Officer will be part of the IMPACT Research department, under the supervision of the RR Unit Manager. **The overall objective of the RR Unit is to ensure all IMPACT information products are meeting / exceeding IMPACT's internal standards, wider academic research standards and overall research ethics** in the data interpretation, data visualisation and research reporting practices being used within the organisation.

To achieve this objective, the RR Unit:

- Provides day-to-day support and advice to IMPACT country teams on all aspects of research reporting, including review and validation of information products (reports, key findings presentations, factsheets, situation overviews, maps, online/ interactive dashboards, etc.);
- Develops tools and guidelines and engages in internal and external engagement to strengthen and standardise research reporting, data visualisation & interpretive analysis practices within IMPACT;
- Contributes to IMPACT's capacity building efforts vis-à-vis research reporting and data visualisation;
- Consistently strengthens quality of research within IMPACT through the capitalisation of best practices and implementation of lessons learned processes.

Within this setup, the Junior Research Officer will support with (1) process follow-up (2) development of tools, templates, guidelines and capacity building materials, and (3) review and validation of narrative information products. In addition, for research cycles within specific thematic and geographical areas of interest (to be defined at the start of contract), s/he will also support other core functions of the Research Department, especially under the Research Design & Data Unit.

CORE TASKS & RESPONSIBILITIES

- Ensuring IMPACT's information products are meeting the required minimum standards for data interpretation, data visualization and research reporting, specifically by:
 - Review and validation of narrative information products including, but not limited to, reports, presentations, factsheets, situation overviews, etc., while paying specific attention to:

- Accuracy with which findings are being reported and presented, including consistency with research Terms of Reference, data collection tools and methodology
- Coherence and clarity of narratives, and the extent to which the research questions have been adequately addressed through these narratives
- Respect for core humanitarian principles and other sensitivities in research reporting
- Provide clear, concise and constructive feedback to those drafting information products;
- Flag and discuss identified risks with RR Unit Manager as and when relevant.
- Support the development of tools, templates, guidance and capacity building materials to strengthen data interpretation, data visualization and research reporting practices within IMPACT;
- Support day-to-day process follow-up for the research cycles being followed, including:
 - Follow-up on delayed/ missing research cycle documents, keeping databases up to date;
 - Ensure sufficient tracking and proper filing of research documents and tools.
- Contribute to capitalisation of best practices/ lessons learned for increased research quality within IMPACT

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- Support with advising, reviewing and validating research design and data/ analysis outputs for IMPACT research cycles (up to 40%), while taking the lead on specific regions or thematic areas of focus based on interests agreed upon at the start of contract. This implies for these specific research cycles:
 - Advise country teams on all aspects of research design, in line with IMPACT Research Cycle guidance;
 - Review research design materials and tools, including (but not limited to) Terms of Reference, Data Analysis Plans, Data collection tools;
 - Review and validate data processing and analysis outputs, especially from qualitative research
 - Flag and discuss identified risks with RR Unit Manager as and when relevant.
- Report internally on updates about research cycles and related products, on a regular basis
- Liaise with other IMPACT departments (such as Communications, Grants Management, etc.) to ensure information sharing and follow-up when needed
- Provide other support for the implementation of IMPACT Research Cycles as directed, including in-country or remote surge to IMPACT country teams if necessary

REQUIREMENTS

Required

- Qualifications & Experience
 - Good academic qualifications, including a Bachelor's degree or higher in relevant discipline (e.g. International Relations, Social Science, Social Research, Anthropology, International Development, Economics, etc.)
 - At least 1 year of relevant work experience in a research and/ or information management role, ideally in humanitarian/ development contexts, with a specific focus on data visualisation and drafting of analytical/ information products
 - Basic understanding of research methods within the field of social sciences

- Good understanding of data visualisation and related best practices
- Advanced working knowledge of Microsoft Word and good working knowledge of Microsoft Excel
- Soft skills
 - Attention to detail and commitment to producing high quality work
 - Openness to feedback and willingness to learn
 - Ability to manage time effectively and thrive in a fast paced, results-oriented working environment
 - Ability to work independently, with initiative, while taking a proactive, solutions-oriented approach
 - Ability to communicate clearly and effectively, including in remote work settings
- Fluency in English
- Fluency in either French or Spanish

Desired

- Prior experience in implementing primary research projects in field settings from start to finish (e.g. needs assessments, monitoring and evaluation, etc.)
- Prior experience with processing and analysing both quantitative and qualitative data, including experience with analysis software such as R, SPSS, STATA, NVIVO, etc.
- Working knowledge of the Adobe Creative Cloud software package (Illustrator, InDesign)
- Working knowledge of other data visualisation and/ or GIS software such as Tableau, ArcGIS, etc.