

REACH JUNIOR PROGRAM DEVELOPMENT AND REPORTING  
OFFICER

(Ref:21/YEM/JPDO)

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 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 REACH Junior Assessment Officer to support our Yemen team in based in Amman.**

**Supervisor:** REACH Yemen Country Coordinator  
**Title:** Junior Program Development and Reporting Officer  
**Location:** Amman, Jordan  
**Contract duration:** 6 months with possibility of extension  
**Start date:** ASAP

COUNTRY PROFILE: YEMEN

The humanitarian situation in Yemen is one of the most severe in the world, with 14.3 million people – or 40% of the population – in acute need of humanitarian assistance. The direct effects of the conflict – from airstrikes, to sieges of population centers, to the extensive use of mines – continue to have severe effects on the population. Other aspects of the conflict – especially blockades, the deterioration of basic service infrastructure, and the depreciation of the Yemeni riyal – also have enormous impact on Yemenis. Approximately 9.9 million people in Yemen are facing severe acute food insecurity, not necessarily because food is unavailable, but because they cannot afford to purchase it. Since 2016, Yemen has witnessed up to 1.3 million suspected cases of cholera, with outbreaks exacerbated by crumbling WASH infrastructure. The loss of livelihoods, when combined with the depreciation and general volatility of the Yemeni currency, has made the purchase of basic everyday necessities difficult for most Yemenis.

REACH has supported the humanitarian response to the Yemen crisis since October 2016, working extensively with the Shelter/NFI Cluster, the CCCM Cluster, the WASH Cluster, the Cash and Markets Working Group (CMWG), and the Assessment and Monitoring Working Group (AMWG). The REACH team – based remotely in Amman – provides systemic assessment and IM support to the response through indicator review, tool design, coordination of data collection exercises, data analysis, output production, and IM platform design. Given the challenging context in Yemen, REACH is constantly working to find new and innovative ways to effectively inform the humanitarian response. More information can be found [here](#).

## POSITION PROFILE

### FUNCTIONS

Under the supervision of the REACH Yemen Country Coordinator, and IMPACT HQ in Geneva, the REACH Junior Program Development and Reporting Officer (JPDRO) will be responsible for coordinating program development, and tracking monitoring and evaluation for REACH Yemen.

### **Summary**

The REACH Junior Program Development and Reporting Officer will be responsible for:

- Tracking contractual obligations for existing grants and ensuring that REACH Yemen is on track to meet these obligations;
- Coordinating reporting requirements and drafting reports based on inputs from research units;
- Drafting proposals based on input from research units and coordinating the proposal development process between REACH Yemen, ACTED, and Impact HQ;
- Producing analytical reports on research output utilization and work with research units and Country Coordination to improve product dissemination and utilization
- Tracking monitoring and evaluation for REACH Yemen, and lead in the development of monitoring and evaluation reports
- Contribute to external communication and output dissemination across the humanitarian, political and academic sphere in Yemen in line with monitoring and evaluation indicators.
- Other tasks as necessary

### RESPONSIBILITIES

- **Objective 1: Grant Management**

In coordination with REACH Yemen, ACTED Jordan and Impact HQ, the REACH JPDRO is responsible for managing ongoing grants. This includes tracking all contractual obligations and ensuring that these obligations are met. Grant management responsibilities also includes organizing and leading grant kick-off and close out meetings for all grants, drafting monthly, bi-annual, and final reports based on inputs from research units, workplans, and other relevant requirements, and coordinating reporting with ACTED and Impact HQ. The JPDRO will also assist the Country Coordinator and IMPACT HQ in the proposal development process including drafting proposals based on input from research units, preparing relevant appendices, and coordinating this process with ACTED and Impact HQ.

- **Objective 2: Monitoring and Evaluation**

The REACH JPDRO will be responsible for tracking and coordinating monitoring and evaluation of all Yemen research cycles. The JPDRO will develop analytical reports on research output utilization based on quantitative data from Google Analytics and user surveys, and qualitative data gathered through key informant interviews. The JPDRO will also work with research units and Country Coordination to develop strategies to improve research output utilization and impact. The JPDRO will also be responsible for preparing all donor required monitoring and evaluation reports including baseline reports, mid-term reports, and final evaluations.

#### REQUIREMENTS

- Excellent academic qualifications, including a Master's degree in relevant discipline preferred;
- Excellent communication and drafting skills for effective reporting;
- Excellent analytical skills – ability to situate findings within a wider context;
- Ability to operate in a cross-cultural and cross-country environment requiring flexibility;
- Fluency in spoken and written English;
- Ability to operate Microsoft Word and Excel;
- A self-starter with a strong existing ability to work independently;
- Strong interpersonal and communication skills.
- Very detail orientated and organized

#### DESIRED

- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Relevant working experience with program development, monitoring and evaluation, or related field preferred;
- Ability to multitask with tight reporting deadlines
- Understanding of the global and Yemen country level cluster approach an asset
- Prior knowledge of the Yemen context an asset
- Familiarity with Google Analytics and email marketing an asset

#### CONDITIONS

- 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