

## IMPACT Senior Assessment Officer in Nigeria

(Reference: 21/NGA/SAO02)

### BACKGROUND ON IMPACT AND IMPACT

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the IMPACT 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 Senior Assessment Officer to support our PANDA team in Nigeria.**

**Department:** IMPACT  
**Position:** **Senior Assessment Officer**  
**Supervisor:** IMPACT Senior Research Manager  
**Location:** Abuja, Nigeria  
**Starting Date:** ASAP

### COUNTRY PROFILE

Since May 2013, the Boko Haram insurgency in Northern Nigeria has destroyed infrastructure, provoked dramatic livelihoods erosion and triggered the displacement of over 2 million people, out of which 1.4 million people are in Borno State. The humanitarian situation of internally displaced persons (IDPs) is critical. Following years of conflict, the majority of the state's rural areas are empty. Much of the population has fled to the relative safety of Maiduguri, capital of Borno State, or other Local Government Area (LGA) capitals. In the IDP camps of Maiduguri and other enclaved LGA capitals, large portions of the population are extremely vulnerable and in need of immediate humanitarian support. While some areas have recently experienced returns in proximity of main roads, the population from many LGAs is likely to remain displaced for the medium term, lacking security, shelter and livelihoods in their villages of origin. When returns are made possible, it will be essential to support returnees in rebuilding their homes, which are in many cases completely destroyed, and resuming their productive lives and livelihoods.

Since April 2017, IMPACT's IMPACT Initiative has been deployed to Nigeria to help meeting the information needs of humanitarian actors operating in the State and build a better understanding of the needs of conflict affected populations. Supported by EU humanitarian aid and in coordination with different humanitarian actors, IMPACT is carrying out the following activities:

- Assessing IDPs' movement intentions: IMPACT's IMPACT Initiative is assessing IDP intentions to return to their area of origin, move to a new location, or settle permanently in their current location in Borno State, while also looking into factors that are likely to influence IDPs' decision to move, such as their current living conditions, separation from family members and access to information on their preferred future location. The assessment will help anticipate internal displacement flows and understand IDPs' current needs, vulnerabilities, coping mechanisms, as well as future challenges.

- Camp infrastructure mapping: IMPACT's IMPACT Initiative is collecting information on formal IDP camps in Borno State to support site planning and the effective distribution of humanitarian assistance.
- Rapid assessments of informal IDP camps: IMPACT's IMPACT Initiative is profiling informal IDP camps in Maiduguri, Borno State, in order to better understand displacement dynamics of these IDP populations, while in parallel identifying common community services used by IDPs and barriers in accessing critical services.
- Cash Working Group support: IMPACT's IMPACT Initiative has conducted research to support the implementation of cash programming across Borno State in close coordination with the CWG

## RESPONSIBILITIES

In coordination with the IMPACT Senior Research Manager, the Senior Assessment Officer will be responsible for the management and implementation of all PANDA TPM workstreams. S/he will be responsible for oversight of ongoing research cycles, including managing all PANDA Team staff, assessment, database/GIS officer(s), and field staff to support with the production of outputs.

### 1. Management Research Cycles

#### *1.1 Management of assessment processes*

The SAO is responsible for designing the methodology and tools associated with each assessment, according to IMPACT requirements and principles. He/she will manage the planning, implementation, and follow-up of all IMPACT and project specific assessment activities conducted. The SAO shall manage logistics, financial, administration and HR processes directly related to IMPACT and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper IMPACT and ACTED FLAT procedures.

#### *1.2 Assessment Implementation*

The SAO is responsible for contributing to the implementation of assessment projects, and providing support to the development of assessment, database and GIS tools with the IMPACT team. This will specifically include, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures; and analysis of information to contribute to reports.

#### *1.3 Data Collection and Analysis*

The SAO will ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the ToRs, Facilitate data cleaning and analysis automation process for the ongoing long-term projects / assessments. Providing technical guidelines and capacity building support to the team on the automated systems and workflows, ensure that data is revised and cleaned, and that all revisions are recorded.

Ensure the drafting of timely and accurate products, which comply with IMPACT's guidelines, review all products before they are sent to IMPACT HQ for validation and ensure that all data & GIS products are validated by IMPACT HQ before external released.

## *1.4 Data Collection and Analysis*

The SAO shall provide technical support to the RM and CC in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required reporting mechanisms. The SAO is responsible for the timely and accurate preparation of narrative and financial reports related to IMPACT activities in country through close liaison with the Project Development and Finance departments.

## **2. IMPACT Reporting**

The IMPACT SAO is responsible for consolidating all analysis and conclusions from each assessment into IMPACT 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 static map formats, as relevant. The SAO 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 assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality 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 Nigeria for all organisations working in the region. The SAO will also store, organise and disseminate assessments, project documents and best practices among partners. He/she will coordinate timely and accurate reporting to IMPACT.

## **3. Staff Management**

The SAO is responsible for day-to-day management of assessment staff, Data/GIS staff and field manager. He/she is expected to guide and direct IMPACT staff and prepare and follow up work plans with each staff member that directly reports to him/her. The SAO 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. He/she will ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by IMPACT. He/she will also be responsible for capacity building and staff development of enumerators, Field Officers and Junior Assessment Officers.

## **4. External Management**

The SAO is responsible for the representation of IMPACT in cluster and multi-sector meetings/technical working groups in country, and is expected to follow up on technical issues identified in 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. The SAO will further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the IMPACT SNR RM and CC. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant intergovernmental institutions at the national or provincial level.

## **5. Confidentiality**

The IMPACT SAO 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.

## ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

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

## REQUIREMENTS

- Excellent academic qualifications, including a Master's degree, if relevant;
- 2-3 years of relevant working experience in a humanitarian setting;
- Excellent team management, coordination, organisational and planning skills required, including an ability to manage large workloads, oversee multiple teams and effectively meet deadlines, through an excellent ability to multi-task and prioritise;
- Experience with external engagement (donors, partners and other key stakeholders) required;
- Familiarity with the humanitarian coordination system required;
- Ability to operate R is an asset
- Ability to operate basic GIS is an asset
- Familiarity with the IPC / CH – Level 1 certification an asset
- Excellent communication and drafting skills required for effective report writing;
- Excellent analytical skills required- ability to situate findings within a wider context;
- Solution-oriented, flexible, and open-minded, including ability to operate in a cross-cultural environment required;
- Fluency in English required;
- Strong knowledge of Microsoft Word and Excel required;
- Experience with mobile data collection (ODK, ONA, KOBO) required;
- Knowledge of the Adobe Suite software, particularly Illustrator and InDesign 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