

REACH CAMPS & DISPLACEMENT
JUNIOR ASSESSMENT OFFICER
FOR SYRIA

(Reference:21/SYR/JAO01)

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 organisations have a strong complementarity formalised in a global partnership, enabling IMPACT to benefit from ACTED's operational support in its fields of intervention.

We are currently looking for a REACH Junior Assessment Officer to support our REACH team in Syria.

Supervisor: REACH Camps Focal Point
Title: REACH Junior Assessment Officer
Location: Amman, Jordan - potential travel to KRI and northeast Syria (up to 30%)
Contract duration: 6 months
Start date: ASAP

Assignment

The junior assessment officer will play a lead role in coordinating REACH camps and sites assessments and delivering outputs focused on IDP sites and settlements in northeast Syria. This includes assessment conceptualisation, research design, planning data collection, supporting as-needed on training of field staff and partner enumerators, data cleaning, follow-up and analysis, creation of factsheets, dashboards and other outputs and dissemination of information products.

The overall goal of the junior assessment officer will be to support in developing the technical capacity and expertise of the REACH camps & sites team in order to strengthen the quality and efficiency of REACH assessments/research cycles and products.

FUNCTIONS

Assessment Activities

- a. Development of camp profiling and camp mapping tools**
 - Under the supervision of the Camps & Displacement Unit Manager, develop data collection tools and questionnaires (KoBo) to address information gaps in camps and sites throughout northeast Syria.

- b. Supervision and monitoring of data collection**
 - Organise and facilitate field data collection in collaboration with the northeast Field Manager and REACH Syria Country Coordination;
 - Monitor the accuracy of data collected, undertake appropriate checks on data collected in the field and resolve discrepancies and quality issues.
 - Maintain R-based system of data management and analysis for data dissemination and reporting;

- c. Preparation and production of outputs**
 - Create camp and informal site profiling factsheets and work closely with REACH GIS officers to produce detailed camp mapping outputs for assessed locations

Internal Communication Processes

The REACH junior assessment officer will work directly with the Camps & Displacement Unit Manager in country and liaise with IMPACT in Geneva to ensure the quality of products developed. He/she will respond to information requests from IMPACT Initiatives.

Confidentiality and Data Protection

The REACH junior assessment officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorised sharing of information and data.

REQUIREMENTS

- Excellent academic qualifications in relevant discipline;
- Fluency in English required;
- Excellent communication and drafting skills for effective reporting;
- Strong analytical skills, including ability to identify outliers and key trends;
- Technical skills in any of the following:
 - Strong Excel skills;
 - Ability to operate R, Python, STATA or SPSS for data cleaning and analysis;
 - Experience with cleaning and analysing data sets;
 - Good understanding of using various sampling frameworks;
 - Experience on dashboards (Tableau, Power BI, Shiny);
 - Previous experience with mobile data collection (ODK, ONA, KOBO);
 - Knowledge of the Adobe Suite, particularly InDesign;
 - Experience with GIS and/or remote sensing;

- Ability to operate in a cross-cultural environment requiring flexibility;
- Ability to multitask with tight deadlines, on numerous research cycles;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region;
- Experience in humanitarian or development settings;

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