

JOB DESCRIPTION

REACH SENIOR ASSESSMENT OFFICER (SAO) Humanitarian Situation Overview in Syria (HSOS) team

(Reference: 21/SYR/SAO02)

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 Senior Assessment Officer to support our HSOS team in Syria

Department: REACH
Position: HSOS Senior Assessment Officer
Contract duration: 12 months
Location: Amman
Starting Date: ASAP

COUNTRY PROFILE

Into its tenth year of conflict, conditions in Syria remain highly volatile and marked by intense violence and limited humanitarian access. The scale, complexity, and severity of humanitarian needs in Syria emphasizes the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. However, informing operational and strategic planning remains highly challenging, as accessibility and security issues impede systematic data collection. A lack of predictable and consistent data undermines the ability of humanitarian actors to review their approach in light of the dynamic context. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has over the years grown significantly both in size and in influence as an actor in the Syria response. REACH works in opposition-controlled parts of Syria and coordinates closely

with OCHA, nearly all clusters, key working groups (IM and technical) within the Syria coordination system, and various NGO fora in order to identify, address, and raise awareness of key information gaps, as well as to uphold the quality of data used to inform the response

POSITION PROFILE

REACH Syria is currently seeking a Senior Assessment Officer (SAO) with a background in research and coordination to lead the Humanitarian Situation Overview in Syria (HSOS) team. HSOS is a monthly assessment that provides comprehensive, multi-sectoral information about the humanitarian conditions and priority needs inside Syria. Under the line management of the Research Manager, the SAO is responsible for the coordination and implementation of the HSOS research cycle, including the production and the strategic development of HSOS products in collaboration with external partners and the Research Manager. At minimum, strong coordination and communication skills as well as experience working on needs assessments are required for this position. Past experience managing junior staff is preferred.

The Senior Assessment Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. 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.

In his/her mission, the Senior Assessment Officer will be hosted by IMPACT's global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

RESPONSIBILITIES

The Senior Assessment Officer is responsible for the following:

- Overseeing all steps of the HSOS research cycle and the **coordination of tasks**;
- **Research planning and design** through anticipating information gaps, indicator drafting and review in coordination with clusters and working groups, **development of assessment methodology** and data collection tool development;
- Overseeing **data processing**, including implementation of data cleaning and analysis plans, and **conducting analysis**, in close collaboration with the in-country data team;
- **Drafting and review of timely and accurate outputs** such as factsheets, reports, briefs, presentations, etc.;
- Providing **technical and information management support** to other team members within REACH Syria, or humanitarian stake holders;
- **Overseeing dissemination** of HSOS products including factsheets, datasets and dashboards;
- **Managing all related external engagement** associated with disseminating and communicating the assessment primarily through development of key messages and presentations for external audiences;
- **Developing project strategy** in collaboration with the Research Manager

- Other tasks falling within his/her functions as requested by supervisors.

REQUIREMENTS

- **Academic** Excellent academic qualifications, preferably including a Master's degree in a relevant discipline
- **Research skills** Proficiency and proven experience with research methods, including both quantitative and qualitative research. Excellent analytical skills;
- **Software skills** Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint. Advanced skills in R or other statistical analysis software are an advantage; Experience with InDesign an asset.
- **Years of work experience** At least 3 years of relevant working experience. Experience in humanitarian settings highly desirable
- **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- **Organizational and coordination skills** Strong coordination, presentation, and organisational skills;
- **Management skills** Experience managing and developing junior staff;
- **Multi-tasking skills** Ability to multitask with tight deadlines;
- **Level of independence** Proven ability to work independently;
- **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- **Experience in geographical region** Past experience working in Syria or the Middle East is desirable;
- **Language skills** Fluency in English required, fluency in Arabic and/or Kurdish 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 provided in country by IMPACT's partner ACTED
- 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