

REACH JUNIOR ASSESSMENT OFFICER IN LIBYA (BASED IN TUNIS)

(Reference: 21/LBY/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 Institute for Training and Research (UNITAR) 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, supporting and working within the framework of the humanitarian reform process. 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, GIS and remote-sensing. 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, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

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

Department: REACH
Position: REACH Junior Assessment Officer
Contract duration: 6 months
Location: Tunis, Tunisia
Starting Date: January 2021

COUNTRY PROFILE

REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH's intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012 and since 2015. Since late 2015, REACH established a full time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, cash and market assessments.

In 2021 and beyond REACH Libya is looking to expand information support to the humanitarian response in several key areas, including large-scale country-wide household level assessments, market related assessment, protection monitoring and improved remote data collection. Key strategic aims are to increase geographic and sectoral coverage and to enhance advocacy capacity through strengthened data collection and information targeting.

Our team in Tunisia manages our operations based in Libya.

POSITION PROFILE

FUNCTIONS

Under the supervision of the REACH Assessment Officer and REACH Research Manager, the REACH Junior Assessment Officer is responsible for assisting in the management and implementation of REACH assessments in Libya including their preparation, implementation and follow-up. He/she will also support related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Libya.

The REACH Junior Assessment Officer will be primarily support the Multi-Sectoral Needs Assessments (MSNA), both the Libya population MSNA and the migrant and refugee MSNA.

Summary

The REACH Junior Assessment Officer's responsibilities include:

- In coordination with the REACH Assessment Officer, design and implement REACH assessment strategy and methodology within Libya country-wide;
- Assist in development of strategy for remote data collection in inaccessible areas of Libya;
- Supporting the management of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS team, mapping of datasets, ensure that all collected data are geo-referenced;
- Ensure the writing of timely and accurate assessment reports and factsheets;
- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Development of assessment staff training matrices, and overseeing development of capacity in capital and field assessment staff;
- Liaising with programme staff of ACTED departments to ensure close coordination and information sharing is maintained;
- In coordination with REACH Assessment Officer, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Overseeing development of training in mobile data collection for national authorities and development partners in Tunis.

1. REACH ASSESSMENT MANAGEMENT AND COORDINATION

- Objective 1.1: Management of assessments process

The REACH Junior Assessment Officer is responsible for supporting the design of the methodology and tools associated with each assessment, according to REACH requirements and principles. He/she will manage the planning, implementation, and follow-up of all REACH and projects specific assessment activities conducted in country. In operations in which REACH is a project component of a wider ACTED intervention, the REACH Junior Assessment Officer is required to contribute to the preparation and follow up of the Project Management Framework and ensure that activities are properly coordinated and implemented as per the Project Cycle Management, in coordination with the REACH Assessment Officer.

The REACH Junior Assessment Officer shall manage logistics, financial, administration and HR processes directly related to REACH and liaise accordingly with the relevant ACTED counterpart. He/she is directly responsible for the implementation of proper ACTED FLAT procedures in REACH interventions.

- Objective 1.2: Implementation

The REACH Junior Assessment Officer is responsible for contributing to the implementation of assessment projects, providing support to the development of assessment, database and GIS tools with the REACH team. This will specifically include, with the GIS/Data base team, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures and mapping thereof through ARC GIS and other ESRI products in particular; and analysis of spatial and other information to contribute to reports and the like.

- Objective 1.3: Coordination

The REACH Junior Assessment Officer shall provide technical support to the relevant ACTED department in terms of the preparation of new project proposals, development of programme strategies, implementation of project activities, and any other required REACH input to ACTED projects for added-value.

The REACH Junior Assessment Officer will assist the Assessment Officer in the timely and accurate preparation of narrative and financial reports related to REACH activities in country through close liaison with the Project Development and Finance departments.

The REACH Junior Assessment Officer shall liaise with other REACH Officers in the region and throughout IMPACT Initiatives' and ACTED's networks to provide and receive support in the expansion of REACH globally.

2. REACH REPORTING

- Objective 2.1: Assessment Reporting

The REACH Junior Assessment Officer is responsible for supporting the consolidation of all analyses and conclusions from each assessment into REACH products such as factsheets, reports and briefs using standard formats. He/she will liaise with Geneva and Regional GIS/Data base Specialists in order to represent data in interactive web map or static map format, as relevant.

The REACH Junior Assessment Officer is responsible for supporting the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely and accurate assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality and protection 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 the country for all organisations working in the areas.

- Objective 2.2: Programmatic Reporting

He/she will also support in the drafting of narrative reports and contribute to the development of financial reports through regular budgetary follow-up, in coordination with the REACH Assessment Officer.

The REACH Junior Assessment Officer will also store, organize and disseminate assessments, project documents and best practices among ACTED and IPs.

3. REACH HR MANAGEMENT

- Objective 3.1: Staff Management

The REACH Junior Assessment Officer is responsible for assisting in the day-to-day management of project and field staff both directly and remotely. The REACH Junior Assessment Officer will help 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 support in ensuring that project/field staff are given training and complete all the necessary documentation in line with program requirements set by REACH.

4. REPRESENTATION

- Objective 4.1: External Coordination

Representation of ACTED/REACH in cluster and multi-sector meetings/ technical working groups in country and follow up on technical issues identified in cluster meetings in other parts of the country. 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 REACH Junior Assessment Officer will further represent REACH vis-a-vis current and potential donors and communicate relevant information to the REACH Assessment Officer and Country Coordinator, ACTED Project Development Manager and Country Director. He/she will participate in inter-NGO meetings and those of UN agencies and any other relevant inter-governmental institutions at the national or provincial level.

More generally, the REACH Junior Assessment Officer is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of REACH and ACTED's mandate, ethics, values and stand-point with regard to other actors.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

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

REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline, or a Bachelor degree and additional working experience in relevant discipline;
- ❖ At least 6 months of relevant working experience in humanitarian settings;
- ❖ Excellent analytical skills;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ Excellent team management skills;
- ❖ Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ Familiarity with the aid system, and understanding of donor and governmental requirements;
- ❖ Ability to work independently.
- ❖ Ability to operate Microsoft programs, including Word, Excel and PowerPoint
- ❖ Fluency in English, including written, required;

DESIRABLE

- ❖ Knowledge of Arabic
- ❖ Prior knowledge of Libya

- ❖ Ability to operate R, SPSS, STATA or related statistical programming
- ❖ Ability to operate InDesign
- ❖ Ability to operate NVivo

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