

## JUNIOR ASSESSMENT OFFICER

(Reference: 22|ALL|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 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 Junior Assessment Officers to support our teams globally.**

**Department:** REACH  
**Position:** **Junior Assessment Officer**  
**Contract duration:** 6 months  
**Location:** Various across MENA, Africa, Europe  
**Starting Date:** Various

### FUNCTIONS

Under the line management of the IMPACT Country Coordinator / Representative or his/her delegates in country of deployment, the Junior Assessment Officer supports the implementation of IMPACT's research cycles, including at the preparation, data collection, analysis, drafting, dissemination and evaluation stages. Tasks will include (as relevant) secondary desk review, indicator review, tool development, data collection monitoring, data analysis, data cleaning, output production, and IM platform design. This support will be provided for singular or several research cycles, based on the needs of the response and instructions provided by his/her supervisor.

In his/her mission, the Junior 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 Junior Assessment Officer supports the planning, implementation and follow up of research cycles to which s/he is assigned, under the supervision of his/her line manager. More specifically the Junior Assessment Officer is responsible for the following:

### RESEARCH PLANNING:

- Contribute to required secondary data review and/or analysis has been conducted in preparation of an assessment;
- Support in the design of research approaches and methodologies according to IMPACT's requirements and principles as well as partners' information needs;
- For each research cycle support in the preparation of ToRs and ensure their validation by HQ before any data collection begins;
- Contribute to the composition and construction, in close coordination with GIS and data teams, of qualitative and quantitative data collection tools;

### RESEARCH IMPLEMENTATION

- Support the implementation of all stages of relevant research exercises, including (as relevant), trainings of data collection teams, data collection monitoring, data cleaning, and data analysis;
- In liason with field officers, support in the monitoring of progress and delays of assigned assessment throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported to the line manager in writing and orally in a timely manner;
- Ensure that all changes to the research methodology are documented throughout implementation;
- Support the implementation logistics, administrative and HR processes directly related to planned and ongoing assessments;
- Ensure that all collected data is revised, cleaned and stored in line with IMPACT's Guidelines and with the research cycle's ToRs;
- In coordination with line manager and relevant Data colleagues, contribute to data analysis on collected data as per ToRs.

### DRAFTING OF PRODUCTS

- Support the drafting of timely and accurate outputs to present research findings (factsheets, reports, briefs, presentations, etc), ensuring they comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact in line with their intended use;
- Liaise with relevant GIS colleagues to ensure effective spatial representation of research findings in maps or interactive web-portals, as relevant;
- Ensure that delays or identified challenges for the drafting of specific products are reported in writing and orally in a timely manner;
- Maintain regular communication with line manager on progress and deadlines for written products.

### KNOWLEDGE SHARING AND LEARNING PROCESSES

- In coordination with country management, support the conduct of monitoring and evaluation for each Research Cycle, as specified in the research ToRs and in line with IMPACT Guidelines;
- Support the generation and documentation of robust lessons learned at the end of each Research Cycle.

## EXTERNAL ENGAGEMENT

- Be available to engage in external events in order to record key information;
- Upon request of line manager, support and document partner engagement in research cycles;
- More generally, contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

## PROJECT CYCLE MANAGEMENT

- Support the organization of kick off meetings at the outset of relevant projects;
- When requested by line manager, support in planning and monitoring the use of project assets, financial and human resources;
- Support in following up project deliverables;
- Ensure that any issues in relation to project implementation is reported to the line manager;
- Support the organization of end-of-project meetings at the end of relevant projects;
- Support the line manager in drafting of relevant project narrative and financial reports.

## INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues.

## DATA CONFIDENTIALITY AND PROTECTION

The Junior 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.

## REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- ❖ **Research skills** Familiarity with research methods. Excellent analytical skills – ability to situate findings within a wider context;
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Advanced skills in R, SPSS and/or STATA or other statistical analysis software are an advantage;
- ❖ **Years of work experience** At least 6 months of relevant working experience, including internship. Experience in humanitarian settings is an advantage;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Level of independence** Ability and willingness to work autonomously;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Experience in geographical region** Past experience in or knowledge of the relevant region is an advantage;
- ❖ **Language skills** Dependant on location. Fluency in English required. Spanish, French and Arabic highly desired.

- ❖ **Security environment** Ability to operate in a complex and challenging security environment (depending on location).

## 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