

RESEARCH OFFICER (LEARNING & DEVELOPMENT) IN GENEVA, SWITZERLAND (HQ)
(Ref:22|HQ|RO01)

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises of specialists in research design; data collection, management and analysis; GIS and remote-sensing. For more information visit: www.impact-initiatives.org and www.reach-initiative.org.

POSITION OVERVIEW

We are currently looking for a Research Officer – Learning & Development to join IMPACT's global Research Team in Geneva, Switzerland.

Position: Research Officer - Learning & Development (L&D)
Department: Research
Supervisor: Head of Research
Duration: Six months (with possibility for extension)
Start date: Between 15th June – 1st July 2022
Location: Geneva, Switzerland

The overall objective of the Research Department is to ensure all IMPACT research cycles are meeting/ exceeding internal standards, wider academic research standards and overall research ethics in the research methods, data processing/ analysis, data interpretation/ visualisation and research reporting practices being used. In order to achieve this objective, the Research Officer (L&D), under the supervision of the Head of Research, will contribute towards the design and implementation of IMPACT's research-specific capacity building activities. Specifically, he/ she will work on the consolidation and development of learning materials to support the pilot roll-out of IMPACT's Research Foundational Learning Programme by the end of 2022, the aim of which is to familiarise all new, incoming staff with existing tools and guidelines for research implementation within IMPACT (including research design, data processing and analysis, and drafting of information products), while also promoting their technical and strategic understanding of priority programmatic workstreams such as the REACH MSNAs.

In addition, on an ad-hoc basis, he/she will also support IMPACT country teams with day-to-day technical backstopping (including review and validation of relevant research outputs) for the implementation of specific research cycles.

CORE TASKS & RESPONSIBILITIES

- Contribute towards the development and roll-out of IMPACT's Research Foundational Learning Programme by:
 - Consolidating available resources and developing content for the different learning modules, including (but not limited to):
 - Presentation slides
 - Narration guidance notes
 - Quizzes/ tests to measure knowledge retention upon completion of each module (relevant templates and research tools / guidance documents will be provided in advance)
 - Additional reading lists (internal and external resources)
 - Liaising with relevant subject matter experts to ensure their feedback for each module is incorporated in a timely manner

- Supporting with a preliminary content pilot (including organization of in-person sessions) for a sample of 2-3 learning modules
- Once finalized, migrating all content onto online learning management platform
- Providing any other support needed to ensure timely roll-out of the first version of the Learning Programme
- [Up to 25% only i.e. 5 days per month] Support with the review and validation of research outputs (including Terms of Reference / methodology notes, data collection tools, datasets and analysis outputs, information products, etc.) within specific thematic and/ or geographical areas of interest (to be defined at the start of contract)

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- Contribute to capitalisation of best practices/ lessons learned for increased research quality within IMPACT
- Provide other support for the implementation of IMPACT projects/ research cycles as directed, including in-country or remote surge to country teams if necessary

REQUIREMENTS

Required

- Qualifications & Experience
 - Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Social Science, International Development, International Relations, Economics, Statistics, etc.)
 - At least 2-3 years of relevant work experience in a research and/ or information management role, ideally in humanitarian or development contexts
 - Some prior experience with designing and implementing trainings for adult professional audiences, preferably within the humanitarian or development sector
- Soft skills
 - Fluency in English
 - Ability to manage time and resources effectively and to thrive in a fast paced, results-oriented environment
 - Attention to detail and commitment to producing high quality work
 - Openness to feedback and willingness to learn
 - Ability to work independently, with initiative, while taking a proactive, solutions-oriented approach
 - Ability to communicate clearly and effectively, including in remote work settings

Desired

- Fluency in French and/ or Spanish
- Good understanding of research methods within the field of social sciences (quantitative and qualitative)
- Prior experience in implementing primary research projects in an international field setting
- Prior experience with quantitative and / or qualitative analysis software (Excel, R, SPSS, NVivo, etc.)
- Prior experience managing / working with an online learning management platform
- Advanced working knowledge of Microsoft Powerpoint and relevant add-ons (e.g. iSpring Suite)
- Working knowledge of the Adobe Creative Cloud software package (Illustrator, InDesign)