

SENIOR ASSESSMENT OFFICER - HUMANITARIAN SITUATION MONITORING UNIT UKRAINE

(Reference: 22|UKR|SA003)

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 lead the Trends Analysis stream of our Humanitarian Situation Monitoring Unit in Ukraine.

Department: REACH
Position: Senior Assessment Officer
Contract duration: 12 months
Location: Ukraine, base TBD
Starting Date: ASAP

COUNTRY PROFILE

Following the escalation of the conflict in Ukraine on February 24th, 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement within Ukraine and into neighbouring countries. Present in Ukraine since 2014, IMPACT is working across the country to provide humanitarian actors with rigorous data and in-depth analysis to ensure aid interventions are timely, appropriate, and relevant. The Humanitarian Situation Monitoring (HSM) Unit conducts regular data collection cycles to monitor the humanitarian needs of populations across Ukraine, to support ongoing humanitarian planning, and to enable effective prioritization of aid efforts.

FUNCTIONS

IMPACT is seeking an experienced candidate, who has previously implemented projects in a complex humanitarian setting, to lead the Trends Analysis stream of the HSM Unit in Ukraine. The Trends Analysis stream conducts regular (currently every two weeks) cycles of data collection, producing analysis to better understand fluctuating needs, and ensuring this information is disseminated to operational partners. The overall goal of the Senior Assessment Officer will be to ensure timely, detailed and relevant analysis of needs across Ukraine, including operational and programmatic management of junior staff spread across a number of REACH bases, as well as donor and partner engagement. Under the supervision of the REACH HSM Research Manager and IMPACT HQ in Geneva, the REACH Senior Assessment Officer is responsible for leading staff to collect and analyse HSM data, producing impactful products, disseminating and presenting findings to the wider community, as well as implementing ad hoc and/or rapid needs assessments.

The HSM Unit regularly engages with both internal and external assessment teams, technical agencies, and key analysis forums to identify information gaps and provide technical support as needed. The REACH SAO will represent REACH findings to key external actors, including stakeholders in the humanitarian coordination system, as well as technical working groups and various NGO fora and information management groups. He/she will ensure the dissemination of REACH findings to the relevant stakeholders and monitor information needs of the humanitarian community.

The position is based in Ukraine, with the specific base to be discussed with the candidate. The position will require regular travel across Ukraine, all conducted in coordination with the ACTED Country Security Manager and Ukraine Country Security Team.

RESPONSIBILITIES

The SAO's responsibilities include the following:

1. ASSESSMENT MANAGEMENT AND COORDINATION

1.1 Management of assessment processes

The Senior Assessment Officer (SAO) is responsible for designing the methodology and tools associated with each assessment, according to IMPACT requirements and principles. He/she will manage the planning, implementation, and follow-up of all IMPACT and project specific assessment activities conducted under the Trends Analysis stream. The SAO shall manage logistics, financial, administration and HR processes directly related to these assessments and liaise accordingly with the relevant ACTED counterpart.

1.2 Implementation

The SAO is responsible for contributing to the implementation of assessment projects, and providing support to the development of assessment, database and GIS tools with the IMPACT team. This will specifically include, designing of data collection tools (household surveys, focus groups, and more); development or review of databases; contributing to GIS data collection procedures; and analysis of information to contribute to reports. The SAO is responsible for investigating information gaps across Ukraine, and will coordinate and conduct ad hoc assessments in Ukraine according to identified needs.

1.3 Coordination

The SAO is responsible for the timely and accurate preparation of narrative and financial reports related to IMPACT activities in country through close liaison with the Project Development and Finance departments.

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

2. REPORTING

The REACH SAO is responsible for consolidating analysis and conclusions from each assessment into IMPACT products such as factsheets, reports and briefs using standard formats. He/she will liaise with Geneva HQ and with Ukraine GIS/DB Specialists in order to represent data in static map formats, as relevant. The SAO is responsible for following the designated timeline of reports to be submitted to project partners and donors. He/she must ensure the writing of timely assessment reports and factsheets, ensuring the quality and accuracy of technical information provided as well as the confidentiality 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 Ukraine for all organisations working in the region. The SAO will also store, organise and disseminate assessments, project documents and best practices among partners and potential partners. He/she will coordinate timely and accurate reporting to IMPACT.

3. STAFF MANAGEMENT

The SAO is responsible for day-to-day management of project and field staff both directly and remotely. The Trends Analysis team is a growing team, and could include up to ten HR contracted staff across Ukraine, along with large teams of service contract enumerators. He/she is expected to guide and direct IMPACT staff and prepare and follow up work plans with each staff member that directly reports to him/her. The SAO will 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 ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by IMPACT. He/she will also be responsible for capacity building and staff development of Field Officers, Junior Assessment Officers, and Assessment Officers.

4. EXTERNAL ENGAGEMENT

The SAO is responsible for the representation of IMPACT in cluster and multi-sector meetings/technical working groups in country, and is expected to follow up on technical issues identified in cluster meetings. 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 SAO will further represent IMPACT vis-a-vis current and potential donors and communicate relevant information to the IMPACT Country Coordinator. 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 SAO is expected to contribute to the creation of a positive image and overall credibility of the organisation, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

5. ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

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

REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Social Research, Economics, Development Studies, or similar);
- ❖ **Management experience** Previous experience of team management, ideally in an INGO at field level;
- ❖ **Familiarity aid system** Familiarity with the aid system, and the research community;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high level presentations/briefings;
- ❖ **Years of work experience** At least 2 years of relevant working experience;
- ❖ **Research skills:** Excellent research and analytical skills. Experience in assessments, M&E, field research, or evaluations;
- ❖ **Software skills:** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles in complex environment;
- ❖ **Level of independence** A self-starter with a 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 in Ukraine or the region an asset;
- ❖ **Language skills** Fluency in English is required, competency in Ukrainian or Russian is an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.

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