

JOB DESCRIPTION: RESEARCH MANAGER CASH, MARKETS, AND LIVELIHOODS

(Reference: 22|SYR|RM01)

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 Research Manager to support our team in Amman, Jordan.

Department: REACH
Position: Research Manager – Cash, Markets, and Livelihoods Unit
Contract duration: 12 months
Location: Amman, Jordan
Starting Date: 1 August 2022

COUNTRY PROFILE

After more than a decade of conflict, conditions in Syria remain volatile and marked by violence and socio-economic deterioration. The scale, complexity, and severity of humanitarian needs in Syria extends 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. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has since grown significantly as an actor in the response.

Broadly speaking, REACH Syria facilitates a humanitarian evidence base via four key research streams:

- Monitoring of the humanitarian situation in Syria, including joint market monitoring to track prices of goods as per the survival minimum expenditure basket (SMEB);
- Displacement tracking, through tracking the movement of IDPs and returnees;
- Remote sensing activities, including market functionality, flood hazard assessments, etc;
- Technical support to clusters, including thematic assessments and capacity building.

Examples of REACH Syria information products, include:

[Joint Market Monitoring Initiative - Dashboard](#)

[NES Market Network Analysis - March 2022](#)

[Briefing Notes: Humanitarian Impact of Water Shortages – April 2022](#)

POSITION PROFILE

Under the supervision of the REACH Syria Deputy Country Coordinator (DCC), the Research Manager is responsible for the management of the Cash, Markets, and Livelihoods portfolio, including its staff and research cycles. The Research Manager is directly accountable to the Deputy Country Coordinator for strategic relevance, efficient use of resources, HQ alignment, and quality control within his/ her Unit, including resource mobilization and management, partnership framework, and evaluation of activities conducted.

In his/her mission, the Research Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and for Administrative, Security, Logistics and Finance issues.

FUNCTIONS

Under the management of the DCC, the Research Manager oversees the programs and staff within the Cash, Markets, and Livelihoods Unit. Within his/her Unit, the Research Manager leads the IMPACT team to achieve program excellence and ensure the highest level of impact and accountability, while ensuring compliance to IMPACT's guidelines and standards. As part of the country's Senior Management team, she/he contributes to the development and implementation of IMPACT's country strategy, and promotes organizational vision and core values across the mission.

RESPONSIBILITIES

The Research Manager responsibilities include the following:

STRATEGY DEVELOPMENT & IMPLEMENTATION

- Context analysis: With attention on his/her Unit's technical, programmatic and institutional focus, and in coordination with the DCC, the RM ensure that IMPACT has an up to date understanding of:
 - The country's socio-economic situation, the impact of crisis and the humanitarian situation;
 - The aid/humanitarian coordination and response mechanisms, as well as key stakeholders.
- Develop and oversee the implementation of a Unit Strategy in alignment with country and global priorities, and fully integrated into country strategy; including:
 - Consolidate and strengthen ongoing programming and operations within Unit;
 - Ensure Unit's activities are relevant and have a measurable impact on the response;
 - Identify new programs and approaches in which the Unit can add value to the response;

RESEARCH PLANNING AND IMPLEMENTATION:

- Ensure that all research is planned in line with relevant project and program objectives;
- Ensure that all research complies with IMPACT's HQ Research Department guidelines;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Ensure logistics, financial, administration, security and HR processes directly related to the Unit's work and ongoing assessment have been implemented and coordinated with the relevant departments.

KNOWLEDGE SHARING AND LEARNING PROCESS

- Ensure the development and application of a M&E system/plan for each program within Unit, in line with IMPACT's M&E guidelines;

- Lead on internal and external program evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary.

PROJECT CYCLE MANAGEMENT

- Management of relevant all Project / Grant cycles within his/her Unit (in coordination with DCC);
- Control project budgets within Units to avoid under/over-spending, in coordination with DCC;
- Ensure accurate and timely financial reporting and budget expenditure, in coordination with DCC;
- Ensure proper asset management;

TEAM MANAGEMENT AND LEADERSHIP

- Provide leadership within their unit as well as within the country Senior Management Team;
- Transmit IMPACT's values and vision, and their declination within his/her unit;
- Ensure that staff within his/her unit understand and are able to perform their roles and responsibilities;
- Promote team building, productivity and staff welfare;
- Mentor and support the Unit team to build capacities, and improve efficiency and performance;
- Support the transparent and timely identification and recruitment of staff working for the Unit;

EXTERNAL ENGAGEMENT

- Senior external engagement and output dissemination with relevant UN agencies, local and national government, and NGO stakeholders, as well as coordination of external engagement by all unit staff;
- Under the guidance of the DCC, lead the development of content for country level advocacy;
- Development strategic partnerships with key humanitarian stakeholders and decision makers;
- Develop proposals, concept notes, and budget in close coordination with the IMPACT Country Coordinator, in line with the unit and country strategies.

REQUIREMENTS

- ❖ **Academic_** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Sciences, Economics, Development Studies, or similar).
- ❖ **Management experience:** Previous experience in a management role at field level. Proven track record in successful management of international and national teams in humanitarian contexts.
- ❖ **Familiarity aid system:** Familiarity with the aid system, and the research community;
- ❖ **Communication/reporting skills:** Excellent communication and drafting skills for effective reporting, including experience in contributing to high level presentations/briefings.
- ❖ **Years of work experience:** At least 4 years of relevant working experience.
- ❖ **Research skills:** Experience in assessments, M&E, field research, evaluations an asset.
- ❖ **Software skills:** Familiarity with statistical analysis software an asset.
- ❖ **Multi-tasking skills:** Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ **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;
- ❖ **Experience in geographical region:** Past experience with the Syria context is desirable;
- ❖ **Experience with thematic focus:** Past experience with cash and markets assistance is desirable;
- ❖ **Language skills:** Fluency in English required, competency in Arabic 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
- ❖ 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