

# Job Description

## CASH SENIOR ASSESSMENT OFFICER - PANDA

(Reference: 22/UKR/SA00)

### BACKGROUND ON IMPACT AND PANDA

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The IMPACT team comprises specialists in data collection, management and analysis and GIS. The organisation manages several initiatives, including the PANDA Initiative. PANDA provides independent consultancy services to humanitarian and development actors. The general objectives of assessments conducted under PANDA are increased effectiveness, efficiency and efficacy of aid, recovery and stabilization interventions. **PANDA supports the entire humanitarian programme cycle, including programme design, assessments, baselines, monitoring and evaluation.**

This position is for a Senior Assessment Officer in the PANDA Unit, to lead on cash assessments for a large BHA-funded cash consortium.

**We are currently looking for a Senior Assessment Officer to support our team in Ukraine.**

**Title:** PANDA Senior Assessment Officer – Cash Assistance

**Contract duration:** 6 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. As part of this, the PANDA Unit provides relevant stakeholders involved in cash programming with analytical, mapping and data management support.

### FUNCTIONS

Under the line management of the PANDA Research Manager, the Senior Assessment Officer (SAO) is responsible for the implementation of PANDA research cycles in Ukraine, including the preparation, data collection, analysis, drafting, dissemination and evaluation stages. Specifically, it is envisaged that this position will take on a leadership role for Ukraine's PANDA portfolio, which focuses on providing information support to stakeholders looking to develop and/or evaluate cash assistance programming, including the provision of information management support (third-party monitoring, analysis, tools harmonization, etc) to a BHA-funded consortium of partners implementing multi-sectoral activities with an emphasis on cash assistance.

The Senior Assessment Officer will liaise with relevant stakeholders, including consortium partners and will be responsible for the management and continued roll out of the initiative. With the support of both the PANDA Research Manager and a variety of thematic experts from across the mission, the candidate will be expected to proactively identify gaps in knowledge related to needs, design new approaches to tackle these information gaps. The candidate should have experience of designing and implementing mixed-methods assessments – ideally related to cash programming in a humanitarian setting, and should be capable of synthesizing qualitative, quantitative, and geospatial information to write clear, engaging reports conveying the results of the monitoring assessments. The candidate should also be comfortable representing IMPACT in meetings and able to coordinate and liaise with external partners on technical issues. Finally, the candidate should ideally have prior line management experience, or a willingness and interest in mentoring and managing more junior team members.

## RESPONSIBILITIES

The PANDA SAO is responsible for the following:

### 1) RESEARCH PLANNING:

- Ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT's research cycle, donor requirements and other relevant guidelines;
- Design new research approaches and methodologies or update existing ones according to IMPACT's requirements and principles as well as consortium partners' information needs;
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tools using Kobo Collect and Open Data Kit (ODK);
- For each research cycle, prepare or update ToRs and ensure their validation by HQ before any data collection begins;

### 2) RESEARCH IMPLEMENTATION

- In close liaison with field officers, ensure that enumerators are trained for primary data collection;
- In close liaison with field officers, monitor data collection, ensuring its correct implementation in line with agreed ToRs;
- Ensure regular situation updates on data collection are produced and circulated to line manager, relevant colleagues and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- In close liaison with the database officer, ensure that data is revised and cleaned, and that all revisions are recorded;
- Provide data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyse the data collected;
- Ensure that all data and analysis are validated by IMPACT HQ before the product drafting stage.

### 3) DRAFTING OF RESEARCH PRODUCTS

- Draft timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc. which comply with IMPACT's guidelines and quality standards;
- Ensure that PANDA assessments are disseminated effectively to consortium partners;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes impact in line with their intended use including data visualization methods.

### 4) EXTERNAL ENGAGEMENT

- Ensure that all relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision making; and
- Present research findings to relevant third parties in order to enhance their use and impact.

### 5) KNOWLEDGE SHARING AND LEARNING PROCESSES

- Generate and document robust lessons learned at the end of each research cycle;
- Ensure knowledge and learning processes are shared with other team members, and units within mission, and with HQ.

### 6) PROJECT CYCLE MANAGEMENT

- Ensure compliance to project cycle management requirements and guidelines at all phases;
- Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ;
- Support the line manager, finance, and grants colleagues in drafting of relevant project narrative and financial reports;
- Other tasks as requested by supervisors.

### 7) TEAM MANAGEMENT AND CAPACITY BUILDING

- Line management of national assessment team member;
- For staff under his/her responsibility, conduct of appraisals, provision of regular feedback, and participation in career management;
- Ensure that project/field staff are given required training and resources to achieve their tasks;
- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity.

## 8) INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues;
- Engage in the development and implementation of IMPACT's strategy in Ukraine.

## DATA CONFIDENTIALITY AND PROTECTION

The Senior 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. S/he 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 (Social sciences, development, economic, political science, etc.);
- ❖ **Research skills** Proficiency and proven experience with complex research methods. Excellent analytical skills in both qualitative and quantitative research methodologies;
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Advanced skills in R, SPSS, or other statistical analysis software is highly desirable; Experience with InDesign an asset;
- ❖ **Years of work experience** A minimum of two (2) years of relevant professional experience in the design, implementation and management of humanitarian project/programmes;
- ❖ **Experience in cash sectors** Experience working in cash-based interventions (assessments, post-distribution monitoring, baseline/endline surveys) is highly desirable;
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- ❖ **Management skills** Team management experience and skills highly desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ **Level of independence** Proven ability to work independently;
- ❖ **Language skills** Fluency in English required, competency in Ukrainian or Russian 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