

COUNTRY COORDINATOR / REPRESENTATIVE LAC

(Reference: 22|COL|CC01)

BACKGROUND ON IMPACT INITIATIVES (IMPACT)

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 Country Coordinator / Representative to oversee our team in Latin America and the Caribbean:

Supervisor: IMPACT Head of Programs

Position: Country Coordinator / Representative

Contract Duration: 12 months

Location: Bogotá, Colombia (with travel within the region)

Starting Date: January 2023

COUNTRY PROFILE

Socio-economic turmoil and civil unrest have led to the displacement of approximately 6 million Venezuelans from the country since 2015 to neighbouring countries, including Colombia, which remains the hosting country with the highest proportion of Venezuelans (an estimated 1.8 million). Within a region already beset by an increasing frequency of sudden onset disasters, recurrent climate shocks, challenging socio-economic and political conditions, the effects of the COVID-19 pandemic have compounded regional levels of poverty, displacement, food insecurity and violence across the region.

IMPACT has been present in Colombia since late 2019, supporting information management efforts in the humanitarian responses related to the Venezuela regional crisis. It has worked

closely with multiple humanitarian and aid actors to inform their interventions through multiple assessments; primarily focused on better understanding the needs, conditions and movement intentions of Venezuelan migrants and asylum seekers crossing over to Colombia and staying in the country or heading to neighbouring regions, as well as the impact of the crisis on host communities.

FUNCTIONS

Under the management of IMPACT's Executive Director in Geneva, the Country Coordinator / Representative is responsible for representing IMPACT and managing and developing IMPACT's programs in the Latin America and Caribbean region]. He/she will lead the IMPACT teams in Colombia and Venezuela to achieve program excellence and ensure the highest level of impact and accountability, while ensuring compliance to IMPACT guidelines, policies and standards across the mission. The CC/CR will be in regular contact with HQ, ensuring that organizational risks are promptly and clearly communicated to the ED, the Director of Country Programs and Operations, and other relevant HQ Senior Management. She/he will promote organizational vision and core values across the mission and will actively link with HQ to contribute to the implementation of IMPACT's global strategies.

In his/her mission, the Country Coordinator/ Representative will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide by ACTED's Security, HR, Administration and Logistics rules and regulations, and, in coordination with ACTED, will ensure that all IMPACT staff abide by them.

RESPONSIBILITIES

The Country Coordinator/ Representative responsibilities include the following:

- 1. STRATEGY DEVELOPMENT & IMPLEMENTATION**
- 2. FUNDRAISING**
- 3. PROGRAMME PLANNING AND IMPLEMENTATION**
- 4. KNOWLEDGE SHARING AND LEARNING PROCESS**
- 5. PROJECT CYCLE MANAGEMENT**
 - *Grant and Project Management*
 - *Finance Management:*
 - *Assets and IT Management:*
 - *External Audit Follow-up:*
- 6. TEAM MANAGEMENT AND LEADERSHIP**
 - *Leadership:*
 - *Staff Management:*
 - *Unit Model*
 - *Administration and HR management:*
- 7. INTERNAL COORDINATION AND COMMUNICATION**
 - *Internal communication:*
 - *Coordination with ACTED:*

8. EXTERNAL ENGAGEMENT
9. DISSEMINATION OF PRODUCTS AND EXTERNAL COMMUNICATION
10. ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES
11. DATA CONFIDENTIALITY AND DATA PROTECTION

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 in a senior management role in an INGO 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 proven experience in contributing to high level presentations/briefings.
- **Years of work experience** At least 5 years of relevant working experience and/or proven progression within IMPACT
- **Research skills:** Excellent research and analytical skills an asset. Experience in assessments. M&E, field research, evaluations an asset.
- **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 the region is desirable;
- **Language skills** Fluency in English or Spanish required, competency in French and/or Portuguese 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