

RESEARCH OFFICER (LEARNING & DEVELOPMENT) IN GENEVA, SWITZERLAND (HQ)

(Reference: 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: Manager – Monitoring, Evaluation and Learning (MEL) Unit
Duration: One year (with possibility for extension)
Start date: February 2023 (or to be discussed)
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 MEL Unit Manager, will contribute towards the design and implementation of IMPACT's research-specific capacity building activities. Specifically, he/ she will support on the consolidation and development of learning materials to support the pilot roll-out of IMPACT's Research Foundational Learning Programme by April 2023, 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. Once the first version of the Research Foundational Learning Programme is rolled out, s/he will work on a version 2, developing new content as well as improving existing one based on user feedback. On an ad-hoc basis, the Research Officer – L&D will also work closely with the global Programmes team to support with the development of online learning content for external partners (specifically, the global Shelter Cluster).

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
- 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
- Contribute to the revision and the expansion of the Research Foundational Learning Programme once version 1 is launched, through:
 - Incorporating user feedback and improving the content and delivery of existing modules
 - Developing new modules for newly developed guidance or for topic not prioritized for version 1, as agreed with the MEL Unit Manager and Senior Research Officer - L&D
- Support global Programmes team with the development of online learning content for external partners within the global Shelter Cluster, including:
 - Supporting with consulting with relevant stakeholders to finalise the scope and the curriculum of the online training
 - Developing and finalizing the content for the online training
 - Conducting an online pilot with potential learners from the Shelter Cluster to gather feedback on both short and long term fixes
 - Finalising the content for the online training based on pilot feedback

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

- Contribute to capitalisation of best practices/ lessons learned for increased research quality within IMPACT Support with the conduct of pilot or training, including by travelling to country missions if necessary
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REQUIREMENTS

Required

- Qualifications & Experience
 - Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Social Science, Visual Communication, Human Resources, Psychology, Business, etc.)
 - Good working knowledge of and experience with Articulate 360 or similar e-learning authoring software
 - At least 1-2 years of 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
- At least 1-2 years of relevant work experience in a research and/ or information management role, ideally in humanitarian or development contexts

IMPACT

Shaping practices
Influencing policies
Impacting lives

- 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 managing / working with an online learning management platform (e.g. Talent LMS)
- Advanced working knowledge of Microsoft Powerpoint and relevant add-ons (e.g. iSpring Suite)