## RESEARCH OFFICER (MIXED METHODS) IN GENEVA, SWITZERLAND

## (REFERENCE: 23|HQ|RO01)

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 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.

We are currently looking for a Research Officer  to join our global Research Team in Geneva, Switzerland.

- **Position:** Research Officer

- **Department:**  Research

- **Supervisor:** Research Manager (Africa & Europe Unit)

- **Start date:** March-April 2023

- **Duration:** Open-ended

- **Location:** Geneva, Switzerland

### OVERVIEW

The Research Officer  will be part of the IMPACT Research Department and under the supervision of the Research Manager - Africa & Europe Unit. Specifically, the objective of the Regional Units is to ensure all IMPACT research cycles are meeting / exceeding internal standards, wider academic research standards and ethics in the 1) research methods, 2) data processing and analysis practices, and 3) data interpretation, data visualisation and research reporting practices being used within IMPACT.

To achieve this objective, each Unit:

- Provides day-to-day support and advice (including review and validation of all relevant outputs) to IMPACT country teams on all aspects of research cycle implementation;

- Develops tools and guidelines and engages in internal and external engagement to strengthen and standardise research standards and practices within IMPACT;

- Contributes to IMPACT's capacity building efforts vis-à-vis research;

- Consistently strengthens quality of research within IMPACT through the capitalisation of best practices and implementation of lessons learned and M&E processes.

Within this setup, the Research Officer  will support with (1) reviewing research design, data and analysis outputs (mainly qualitative), and final information products from research conducted within the relevant regional portfolio, (2) development of tools and guidelines to improve research quality within IMPACT, and (3) process follow-up for research cycles being followed.

## CORE TASKS

- Advise on, review and validate research design and data/ analysis outputs for IMPACT research cycles, while taking the lead on specific countries and/ or thematic areas of focus based on interests agreed upon at the start of contract. This includes:

  o Advise country teams on all aspects of research design, in line with IMPACT Research guidelines;

  o Review research design materials and tools, including (but not limited to) Terms of Reference, Data Analysis Plans, Data collection tools;

  o Review and validate data processing and analysis outputs, especially from qualitative research;

- Ensure IMPACT's information products are meeting the required minimum standards for data interpretation, data visualization and research reporting, specifically by:

  o Review and validation of narrative information products including, but not limited to, reports, presentations, factsheets, situation overviews, etc., while paying specific attention to:

    ▪ Accuracy with which findings are being reported and presented, including consistency with research Terms of Reference, data collection tools and methodology

    ▪ Coherence and clarity of narratives, and the extent to which the research questions have been adequately addressed through these narratives

    ▪ Respect for core humanitarian principles and other sensitivities in research reporting

  o Provide clear, concise and constructive feedback to those drafting information products;

  o Flag and discuss identified risks with Research Manager as and when relevant.

- Support with day-to-day process follow-up for the research cycles being followed, including:

  o Follow-up on delayed/ missing research cycle documents, keeping databases up to date;

  o Ensure sufficient tracking and proper filing of relevant documents and tools.

- Contribute to capitalisation of lessons learned as well as development of tools and guidelines for increased research quality within IMPACT.

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

- Provide other support for the implementation of IMPACT Research Cycles as directed, including in-country or remote surge to IMPACT country teams (up to 25%).

# REQUIREMENTS

**Required**

- Qualifications & Experience

  o Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. International Relations, Social Science, Social Research, Anthropology, International Development, Economics, etc.)

- o At least 2-3 years of relevant work experience in a research and/ or information management role, ideally in humanitarian/ development contexts, with a specific focus on data visualisation and drafting of analytical/ information products

- o Good understanding of research methods within the field of social sciences

- o Good understanding of data visualisation and related best practices

- o Advanced working knowledge of Microsoft Word and good working knowledge of Microsoft Excel

- Soft skills

    - o Attention to detail and commitment to producing high quality work

    - o Openness to feedback and willingness to learn

    - o Ability to manage time effectively and thrive in a fast paced, results-oriented working environment

    - o Ability to work independently, with initiative, while taking a proactive, solutions-oriented approach

    - o Ability to communicate clearly and effectively, including in remote work settings

    - o Fluency in English and / or French

**Desired**

- Prior experience in implementing primary research projects in field settings from start to finish (e.g. needs assessments, monitoring and evaluation, etc.)

- Prior experience with processing and analysing both quantitative and qualitative data, including experience with analysis software such as R, SPSS, STATA, NVIVO, etc.

- Working knowledge of the Adobe Creative Cloud software package (Illustrator, InDesign)

- Working knowledge of other data visualisation and/ or GIS software such as Tableau, ArcGIS, etc.