

# EMERGENCY RESPONSE SENIOR ASSESSMENT OFFICER (SAO)

(Reference: 23|SYR|SAO01)

## 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 Senior Assessment Officer to support the Earthquake Response in Syria**

**Department:** REACH  
**Position:** Emergency Response Senior Assessment Officer  
**Contract duration:** 6 months  
**Location:** Amman  
**Starting Date:** ASAP

## COUNTRY PROFILE

After more than a decade of conflict, conditions in Syria remain volatile and marked by violence, climatic shocks and socioeconomic deterioration. The scale, complexity, and severity of humanitarian needs in Syria extend 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.

On 6 February, two earthquakes (with magnitudes 7.7 and 7.6, respectively) hit south-eastern Türkiye causing widespread destruction and displacement across Northwest Syria. In the aftermath of the earthquakes, it is essential to have reliable information to assess the conditions of the affected areas and population. To inform the humanitarian response, REACH is conducting a series of rapid assessments focused on the needs of the affected populations, areas of displacement, impact on markets, and basic services and infrastructure.

## POSITION PROFILE

REACH Syria is currently seeking a Senior Assessment Officer (SAO) with a background in research and coordination to lead a rapid response to the Earthquake. Under the line management of the Deputy Country Coordinator, the SAO is responsible for the coordination and implementation of emergency-related workstreams, including the production and strategic development of ad hoc and rapid needs assessments and analysis in collaboration with external partners and the technical leads and unit research managers. At a minimum, independence, strong coordination and communication skills as well as experience working on needs assessments are required for this position.

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. He/she 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.

In his/her mission, the Senior Assessment Officer will be hosted by IMPACT's global partner ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, Administration, and relevant HR, Logistics and Finance rules and regulations.

## RESPONSIBILITIES

The Senior Assessment Officer is responsible for the following:

- Overseeing all steps of the Emergency Research Cycle and the **coordination of tasks**;
- **Leading on research planning and design** through anticipating information gaps, indicator drafting and review in coordination with clusters and working groups, **development of assessment methodology** and data collection tool development;
- Overseeing **data processing**, including implementation of data cleaning and analysis plans, and **conducting analysis**, in close collaboration with the in-country data team;
- **Drafting and review of timely and accurate outputs** such as factsheets, reports, briefs, presentations, etc.;
- Providing **technical and information management support** to other team members within REACH Syria, or humanitarian stakeholders;
- **Overseeing dissemination** of RNA products including factsheets, datasets and dashboards;
- **Managing all related external engagement** associated with disseminating and communicating the assessment primarily through the development of key messages and presentations for external audiences;
- **Developing project strategy** in collaboration with the Research Manager
- Other tasks falling within his/her functions as requested by supervisors.

## REQUIREMENTS

- **Academic** Excellent academic qualifications, preferably including a Master's degree in a relevant discipline;
- **Research skills** Proficiency and proven experience with research methods, including both quantitative and qualitative research. Excellent analytical skills;
- **Software skills** Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint. Advanced skills in R or other statistical analysis software are an advantage; Experience with InDesign an asset;
- **Years of work experience** At least 3 years of relevant working experience. Experience with Information Management, Monitoring & Evaluation, assessments, or research in humanitarian settings highly desirable
- **Level of independence** Proven ability to work independently;
- **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- **Organizational and coordination skills** Strong coordination, presentation, and organisational skills;
- **Management skills** Experience managing and developing junior staff;
- **Multi-tasking skills** Ability to multitask with tight deadlines;
- **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- **Experience in geographical region** Past experience working in Syria or the Middle East is desirable;
- **Language skills** Fluency in English required, fluency in Arabic and/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 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