

CAPACITY BUILDING SPECIALIST IN GENEVA, SWITZERLAND (HQ)

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 Capacity Building Specialist to join IMPACT's Human Resources Department in Geneva, Switzerland.

Position: Capacity Building (CB) Specialist
Department: Human Resources (HR)
Supervisor: Head of HR (in close coordination with the Executive Director)
Duration: 2 years (with possibility for extension)
Start date: August-September 2023
Location: Geneva, Switzerland

In order to continue improving the rigour and relevance of programmes implemented by IMPACT Initiatives (IMPACT), and ensure staff have the required competencies to help achieve our wider organisational objectives, IMPACT is currently developing a Capacity Building Strategy to integrate a learning-based approach within our day-to-day work. This strategy is aimed at enabling IMPACT's wider learning culture and ensuring that learning and development (L&D) becomes a core aspect of our work, both through day-to-day tasks as well as through the provision of clear and structured learning pathways.

To support with the design and roll-out of this Capacity Building Strategy, we are currently looking for CB Specialist to join our global HR Department in Geneva. Under the direct line management of the Head of HR, while also reporting regularly to the Executive Director, the CB Specialist will analyse and map learning needs based on IMPACT's Competency Framework, and design structured learning pathways to continuously improve individual, team and organisational performance. He/ she will also liaise closely with other IMPACT teams, both within HQ and in the field, to ensure development, implementation, diffusion and up-scale of relevant L&D interventions.

The candidate should have excellent knowledge of L&D best practices (including digital technologies and emerging innovations) as well as demonstrable experience in designing and successfully implementing organisation-wide L&D solutions for adult professional learners. He/ she should also be enthusiastic about creating a professional environment where people are continuously inspired and supported to learn as part of their day-to-day work.

CORE TASKS & RESPONSIBILITIES

- Lead on the development and roll-out of IMPACT's Capacity Building Strategy by:
 - Support with finalising IMPACT's Competency Framework
 - Analyse and map capacity strengthening needs (at individual, Unit and organizational levels) based on IMPACT's Competency Framework and wider organizational strategy, including regular (e.g. annual) assessment and analysis of learning needs
 - Design relevant learning pathways and roll-out roadmap for all of IMPACT's core functions, linked to the Competency Framework and strategic objectives at individual, Unit and organisational levels
 - Liaise closely with other IMPACT teams, at both global and country levels, to:
 - Ensure development, implementation, diffusion and up-scale of relevant, high-quality L&D interventions
 - Provide expertise on tools and methods for ensuring effective learner engagement, retention and application
- Support with translating the Capacity Building Strategy into HR practices, specifically:
 - Developing an internal HR Communications Plan
 - Supporting the Career Management & Internal Mobility team with the implementation and upscale of the strategy
 - Contributing to existing and upcoming performance management initiatives
- Continuously evaluate and measure the effectiveness of relevant L&D interventions, report regularly to key stakeholders on progress and outcomes, and ensure timely corrective measures are taken where needed

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

- Support with the oversight of learning systems, processes, and infrastructure, including efficient usage and maintenance of an internal Learning Management System
- Provide any other support needed to ensure timely roll-out of the Capacity Building Strategy, including support to management at both global and country levels to identify and integrate diverse learning initiatives in their respective fields

REQUIREMENTS

Required

- Qualifications & Experience
 - Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Management, Education, Business Studies, etc.)
 - At least 5-6 years of relevant work experience in designing and implementing L&D solutions in professional settings, preferably within the humanitarian and/ or development sector
 - Demonstrable experience of using a blended learning approach to maximise learning outcomes for adult learners in professional settings
 - Demonstrable experience and knowledge regarding Talent Management systems and processes

- Strong understanding of existing best practices and technologies for adult learning and education
 - Proficiency in Microsoft Office Suite
- 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 collaborate and communicate clearly and effectively, including in remote work settings
 - Ability to work effectively with teams from different geographies, cultures and expertise

Desired

- Fluency in French and/ or Spanish
- Prior experience with designing and implementing L&D interventions for adult professional audiences, preferably within the humanitarian or development sector
- Prior experience with e-learning authoring software e.g. Articulate 360