

RESEARCH MANAGER

(Reference: 23|LBY|RM02)

BACKGROUND ON IMPACT AND REACH

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, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in its fields of intervention.

We are currently looking for a Research Manager to support our REACH team in Libya.

Department: REACH
Position: Research Manager
Contract duration: 6 months, renewable
Starting Date: ASAP
Location: Tunis, Tunisia

COUNTRY PROFILE

REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH's intervention in Libya has been divided in two phases: during and in the aftermath of the first conflict in 2011-2012 and since 2015. Since late 2015, REACH established a full time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, cash and market assessments.

Following the devastating impact of Storm Daniel on the country in September 2023, REACH Libya is looking to expand information support to the humanitarian response in several key areas, including multisectoral rapid needs assessments, household level assessments, market related assessment, protection monitoring and improved remote data collection. Key strategic aims are to increase geographic and sectoral coverage and to enhance advocacy capacity through strengthened data collection and information targeting.

Our team in Tunisia manages our operations based in Libya.

POSITION PROFILE

Under the supervision of and in collaboration with the REACH Country Coordinator, the Research Manager oversees the programs and staff of the REACH mission for Libya. The role will involve oversight of all research

cycles, line management of and project management support to staff in the research unit, human resource management, external engagement, and contributions to strategy development through contextual understanding of situation, response coordination structure, and identification of information management gaps within the humanitarian response. As part of the country's Senior Management team, the Research Manager contributes to the development and implementation of IMPACT's country strategy, and promotes organizational vision and core values across the mission.

RESPONSIBILITIES

The Research Manager's responsibilities will include:

STAFF MANAGEMENT

- Direct management of international and senior national team members, including recruitment and staff career management.
- Development and implementation of capacity training plans for team members;
- Day-to-day management of team members, including the development of work plans and performance indicators.

PROJECT/RESEARCH CYCLE MANAGEMENT

- Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
- Oversee all research cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies.
- Ensure the writing and production of timely, accurate and analytically rigorous reports, assessments, and factsheets;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure timely completion of the project.
- Actively advocate for the improving of analysis within REACH products, and using common methodologies, tools and analysis frameworks across units where relevant

GRANTS MANAGEMENT

- Under the guidance of the Country Coordinator, manage grants including initial discussions with donors, conceptualisation of new projects, drafting proposals, regular reporting, and M&E;
- Under the guidance of the Country Coordinator, oversee the financial management of all grants covering relevant projects, including oversight of budget and expenditure;
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the Country Coordinator, represent REACH with donors, partners, and the wider development community in Tunisia and Libya

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the Country Coordinator, develop the strategy, engagement and involvement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps in Tunisia and Libya and identify how REACH could fill these gaps;
- Contribute to the development and implementation of the REACH country strategy;

- Develop and implement dissemination strategies to strengthen the impact of the programmes;
- Engagement with HQ on research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The Research Manager will maintain the strictest confidentiality on all data collected and related processes. They 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.

REQUIREMENTS

- ❖ **Years of work experience** At least 4 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- ❖ **Research skills** Excellent quantitative and qualitative research design, data collection, and data analysis experience required;
- ❖ **Familiarity with aid system** Good understanding of the aid system and the research community. Prior experience with humanitarian coordination forums preferred;
- ❖ **Management experience** Demonstrated team management skills, including remote management;
- ❖ **Experience in geographical region** Past experience in the region/supporting is desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting and reviewing;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility and work independently;
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree in a relevant discipline;
- ❖ **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
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.
- ❖ **Language skills** Fluency in English required, competency in Arabic is an asset.

CONDITIONS

- For this position, salary between 2'940 CHF and 3'120 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD *NB – IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education of staff. A location-dependent security and/or isolation adjustment is then applied as a recognition that some staff are required to work in difficult places where living and working conditions are much more difficult than elsewhere.*
- Accommodation and food provided in the guesthouse. Depending on the country situation, a contribution to a housing allowance of up to 75% of country-specific benchmark can be considered instead.

- Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered).
- Contribution to the luggage transportation: between 20 and 100 kgs, depending on the length of the contract (+ luggage and personal property insurance)
- Annual leave of 36 days per year. Public holidays of the country of assignment. Family/compassionate leave when applicable.
- Predeparture induction – 3 days at IMPACT Initiatives' HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training;
- IMPACT prioritizes the psychological safety of its staff and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees.