

SENIOR ASSESSMENT OFFICER

(Reference: 23|LBY|SAO01)

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 Senior Assessment Officer to support our team in Libya.

Position: Senior Assessment Officer - Multi-sectoral Needs Assessment
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.

Our team in Tunisia manages our operations based in Libya.

POSITION PROFILE

Under the supervision of the REACH Research Manager for Libya, the REACH Senior Assessment Officer (SAO) will be responsible to implement multi-sectoral research cycles implemented in Libya, including their preparation, implementation and follow-up. In particular, the SAO will be responsible for the implementation of multi-sectoral

rapid needs assessments and household level assessments in Libya. The SAO will also be responsible for related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Libya.

The position is based in Tunis, Tunisia.

RESPONSIBILITIES

CORE RESPONSIBILITIES

In coordination with the REACH Research Manager and Country Coordinator, the Senior Assessment Officer will design and implement REACH assessment strategy and methodology within Libya country-wide. The Senior Assessment Officer's responsibilities include:

- Assist in development of strategy for remote data collection in inaccessible areas of Libya;
- Management of REACH assessment field staff to ensure a smooth and timely implementation of activities;
- Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives;
- Coordinate and ensure timely data collection, analysis and, in partnership with GIS team, mapping of datasets
- Ensure the writing of timely and accurate assessment reports and factsheets;
- Keep track of all projects and programmes assessment schedules and work with field staff to design and implement REACH assessment procedures;
- Supporting the development/revision of assessment / programme strategies, reports or new proposals;
- Liaising with programme staff of ACTED departments to ensure close coordination and information sharing is maintained, supporting Operations department by preparing necessary documentation;
- In coordination with REACH Research Manager and Country Coordinator, external representation of REACH with Donors, Partners and the wider Aid Community through clusters and sectoral working groups;
- Act as operational focal point within the assessment team, liaising with field teams and enumerators, checking quality of data, de-briefing with field teams
- Prepare trainings for field teams and partners; ensuring all trainings are uploaded to REACH servers, following up on trainings with field teams and participants

RESEARCH CYCLE MANAGEMENT

- Understanding key research cycles and how this research contributes to strategic response objectives.
- Managing relevant research cycle, including oversight of research design, data collection, or analysis.

CONTEXTUAL UNDERSTANDING

- Keeping up to date with the shifting context in Libya.

RESEARCH AND TECHNICAL SKILLS

- Overseeing development and implementation of analytical workstreams, including use of existing REACH data in thematic briefs, reports, presentations, etc.
- Leading the research cycle including research design, tool development, and data collection.

STAFF MANAGEMENT AND TRAINING

- Promoting capacity building across the IMPACT Libya/Tunis country mission related to deepening analytical capacities using existing research (capacity building portfolio will depend on level of experience).
- Providing day-to-day direct and indirect management of the research team within their unit/workstream.

COORDINATION

1. Internal Coordination
 - Interacting autonomously with HQ departments and may serve as mission focal point for particular themes or technical areas;
 - Coordinating with research units and teams to move forward or improve aspects of the research cycle;
 - Supporting senior management with designing, planning, and implementing strategies, and objectives.
2. External Coordination
 - Leading on external engagement related to analytical research findings as necessary.

The Senior Assessment Officer 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** 3 years of relevant working experience in a humanitarian setting, such as assessments, monitoring and evaluation, research design and analysis, etc.;
- ❖ **Research skills** Excellent quantitative and qualitative research 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;
- ❖ **Communication/reporting skills** Excellent verbal and written communication and drafting skills for effective reporting required;
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree or equivalent in a relevant discipline (e.g. international studies, development, humanitarian response, data science, political science, etc.);
- ❖ **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.
- ❖ **Experience in geographical region** Past experience in the region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Arabic is an asset.

CONDITIONS

- ❖ For this position, salary between 2'460 CHF and 2'520 CHF monthly (before income tax), etc as well as a monthly living allowance of 500 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 a guesthouse.
- ❖ 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's 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.