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 lead our Research Team in Tunisia and Libya.

Department: Programs
Position: Research Manager
Contract duration: 6 months (w possibility of extension)
Starting Date: 01 January 2024
Location: Tunis (Travel to Libya and Tunisia)

COUNTRY PROFILE

LIBYA

After years of instability due to conflict, a decrease in the number of Internally displaced people and increased overall security, the United Nations formulated in 2022 a Sustainable Cooperation Framework that restricted the response system to reflect the shift from humanitarian to nexus and development. Impact Initiatives, operating in Libya since 2015, while still researching residual humanitarian needs, has decreased its humanitarian operations and adopted a new intervention strategy axed on Durable solutions, inclusive sustainable economic recovery, social and human capital development, peace and governance, climate change and environment. This is while mixed migration remains a priority.

TUNISIA

While Impact Initiatives had previous programs in Tunisia in 2019/20, the current economic situation in the country, the mixed migration crisis and the impact of climate change had been identified as key sectors of intervention. The Libya/Tunisia mission is currently exploring the aid landscape and is refining strategies and possible programs to operate in Tunisia.
POSITION PROFILE

The Research Manager will be responsible for overseeing the development and strategy of the research department, under the supervision of the IMPACT Country representative, and IMPACT HQ in Geneva. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners. This position requires a profile that can be both analytical and managerial, as the Research Manager’s job can range from coordinating with external partners (whether data actor, humanitarian cluster, or donor) to analytical oversight of research products to logistics.

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. The research unit currently consists of 7 contracted staff.
- 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 representative, manage grants, including initial discussions with donors, conceptualization of new projects, drafting proposals, regular reporting, and M&E;
- Under the guidance of the Country representative, oversee the financial management of all grants, including oversight of budget and expenditure.
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the Country representative, represent Impact Initiatives with donors, partners, and the wider development community in Libya and Tunisia

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the Country representative, develop the research team’s 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 within Tunisia and Libya and identify how Impact Initiatives can 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 programs.
• Engagement with HQ on related 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 and/or development 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 development coordination forums preferred.
❖ Management experience Demonstrated team management skills, including remote management;
❖ Thematic experience Prior experience with one or many of the following: Area based approaches/assessments, migration, inclusive economic recovery, peace and governance, Climate, and the environment.
❖ Experience in geographical region Past experience in the region 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 and French 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. 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.

❖ 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.