



## UKRAINE

# Senior Assessment Officer - Refugees/Returnees Longitudinal Survey

Job Description

ABOUT

## IMPACT AND REACH

IMPACT Initiatives is a leading Geneva-based think-and-do tank which aims to improve the impact of humanitarian, stabilisation and development action through data, partnerships and capacity building programmes. The IMPACT team comprises specialists in data collection, management and analysis and GIS. The work of IMPACT is done through its three initiatives: REACH, AGORA and PANDA.

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.

## COUNTRY PROFILE

Following the escalation of the conflict in Ukraine on 24 February 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement within Ukraine and into neighbouring countries. Present in Ukraine since 2014, IMPACT is working across the country to provide humanitarian actors with rigorous data and in-depth analysis to ensure aid interventions are timely, appropriate, and relevant.

# We are currently looking for a Senior Assessment Officer to support our team in Ukraine.

Under the management of Ukraine's Durable Solutions Unit Research Manager and the HQ Migration Unit Research Manager, the Longitudinal Survey Senior Assessment Officer will lead the implementation of the longitudinal study of Ukrainian refugees and returnees.

The SAO is responsible for overseeing the planning, implementation and follow-up of the longitudinal survey research cycle, in close coordination with other team members and with relevant external partners. In doing so, the Senior Assessment Officer will ensure effective management of the project and resources, including line-management of national and international staff.

The SAO will lead the analysis, output production and dissemination of results. The SAO will also be in charge of overseeing the continuous improvement of the data management system while updating the survey to the changing context and supervising the data collection cycle and quality assurance. The SAO will manage the field officer and assessment officer and will coordinate with the longitudinal data officer and GIS officer.

In their 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 their 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.

**Department:** REACH

**Position:** Senior Assessment Officer

**Contract Duration:** 12 Months

**Location:** Kyiv, Ukraine

**Starting Date:** ASAP

## Take a look at some of our past longitudinal survey assessments.

Ukraine - Longitudinal survey brief  
March 2023



Ukraine - Monitoring the experiences of people displaced from Ukraine  
July 2022

# Responsibilities

The Senior Assessment Officer leads the planning, implementation and follow up of longitudinal research cycles, under the supervision of their line manager. More specifically the Senior Assessment Officer is responsible for the following:

## Research implementation

- In close liaison with field officer (s), monitor data collection, ensuring its correct implementation in line with agreed with longitudinal refugees and returnee survey tors;
- Ensure that the line manager and impact hq research department are alerted to any issues that prevent full implementation of the methodology. Ensure that all changes to the methodology are documented throughout implementation and that any change is formally validated by impact hq;
- Ensure that all collected data is stored in line with impact's data management guidelines, in adherence to gdpr and ukraine data protection regulations, and with the tors;
- In close liaison with field officer and data officer, ensure that data is revised and cleaned and that all revisions are recorded;
- In close liaison with data colleagues, provide data analysis on primary
- Ensure that data and its analysis are validated by impact hq before the product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by impact hq before sharing with external parties.

## Drafting of products

- Draft timely and accurate outputs that consolidate the analyses from each round and overall longitudinal or cohort analysis on refugees and returnees into relevant products such as factsheets, reports, briefs, presentations, etc. Which comply with impact's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact to ukraine emergency response, durable solutions and governmental policies, including data visualisation methods;
- Liaise with relevant gis colleagues to ensure effective spatial representation of research findings in maps and in interactive web-portals;
- Follow the designated timeline of reports to be submitted to project partners and donors. Ensure that delays or identified challenges for

specific assessments are reported in writing and orally in a timely manner;

- Maintain regular communication with country management and impact hq on progress and deadlines for written products;
- Ensure that all written products are validated by impact hq before external release.

## Knowledge sharing and learning processes

- In coordination with country management, support the conduct of monitoring and evaluation for each research cycle, as specified in the research tors and in line with impact guidelines;
- Generate and document robust lessons learned at the end of each research cycle to facilitate replicability of the longitudinal survey.
- Ensure knowledge and learning processes are shared with other units and teams within mission, and with hq;
- When required, provide feedback to appropriate global organizational knowledge learning tools.

## External engagement

- Ensure that relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- After validation by the line manager, represent impact in relevant meetings/ working groups
- Follow up on issues identified by partners or during meetings/working groups; identify new data gaps around which to update the longitudinal questionnaire.
- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision-making;
- After validation by the line manager, present research findings to relevant third parties in order to enhance their use and impact;
- More generally, contribute to the positioning and reliability of impact's migration unit strategy, and credibility of the organization and the longitudinal survey methodology.

### Staff management

- Be responsible for the day-to-day management of up to (5) five staff; guide and direct staff and prepare and follow up work plans with each staff member;
- Ensure that all field teams are comprehensively briefed on the objective, expected outputs and that the overall implementation strategy of any given activity is clearly understood;
- Ensure that project/field staff are given training and complete all the necessary documentation in line with program requirements set by impact. Be responsible for capacity building and staff development of junior assessment officers (jao) and assessment officers (ao).

### Project cycle management

- Ensure compliance to project cycle

management requirements and guidelines at all phases;

- Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and hq;
- Support the line manager, finance, and grants colleagues in drafting of relevant project narrative and financial reports;
- Other tasks as requested by supervisors.

### Internal coordination

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues.

## Data Confidentiality And Protection

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 their assignment with IMPACT.



2022 Area-Based Assessment Dnipropetrovska Oblast - Ukraine

## Requirements

**Academic** - Excellent academic qualifications, preferably including a master degree in relevant discipline;

**Years of work experience** - At least 3 years of relevant working experience. Experience in displacement data and humanitarian settings is an advantage;

**Research skills** - At least 3 years of progressively responsible experience in data collection and/or report writing and or drafting of analytical products. Excellent analytical skills – ability to situate findings within a wider context; preferably with experience in longitudinal analysis, timeseries data or humanitarian situation monitoring.

**Software skills** - Proven knowledge of the microsoft office suite, to include word, excel, and powerpoint. Advanced skills in r, spss and/or stata or other statistical analysis software are an advantage; prior professional experience with adobe products (indesign in particular) preferred;

**Communication/reporting skills** - Excellent communication and drafting skills for effective reporting;

**Level of independence** - Ability and willingness to work autonomously;

**Cross-cultural work environment** - Ability to operate in a cross-cultural environment requiring flexibility;

**Experience in geographical region** - Past experience in or knowledge of the region is an advantage;

**Language skills** - Fluency in english required, competency in ukrainian is an asset;

**Security environment** - Ability to operate in a complex and challenging security environment

## Compensation and Benefits

- For this position, salary between 2'820 CHF and 2'880 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 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.



Shaping practices  
Influencing policies  
Impacting lives

# IMPACT



[www.impact-initiatives.org](http://www.impact-initiatives.org)  
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