BACKGROUND ON IMPACT AND REACH
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.

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 and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED’s operational support on its fields of intervention.

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

Department: REACH
Position: Senior Assessment Officer
Contract duration: 12 months
Location: Amman, Jordan
Starting Date: ASAP

COUNTRY PROFILE
After more than a decade of conflict, conditions in Syria remain volatile and complex, marked by protracted displacement, economic crisis, poor infrastructure and access to basic services, climate and environmental impacts, and various other shocks and stresses. REACH has been conducting assessments on the humanitarian situation in Syria since 2013, supporting both emergency response efforts to meet immediate needs, as well supporting more sustainable, longer-term-oriented response activities that seek to address some of the underlying causes of need. As one of REACH Syria’s four research units, the Resilience and Early Recovery (RER) Unit acts as the focal point for REACH Syria’s work to facilitate the responses’ planning and implementation of a variety of Early Recovery initiatives.

While the need for life-saving emergency assistance remains high, communities in Syria are increasingly in need of Early Recovery and resilience-building programming to support improved access to sustainable livelihoods, enhanced access to basic services, increased resilience to climatic/environmental impacts, and, overarchingly, to strengthen local capacities in order to reduce dependence on external assistance. As such, the RER Unit
focuses on three key workstreams: 1) Area-Based Assessments for Early Recovery, 2) Sustainable Livelihoods, and 3) Climate Resilience.

REACH Syria is looking for a Senior Assessment Officer (SAO) to support the RER Unit in the development and expansion of assessments across these workstreams. The ideal candidate will be experienced in designing and implementing mixed methods research and producing analytical outputs, will have thematic experience or strong interest in the areas of Early Recovery, Resilience, or Area-Based Programming, and will be motivated to support internal capacity building and research innovation initiatives.

POSITION PROFILE
Under the supervision of the RER Research Manager (RM), the SAO’s role will centre around three primary objectives: 1) leadership of small-scale strategic RER pilots, 2) support for staff capacity building and innovation efforts for ongoing and planned assessments across all three RER workstreams, and 3) support to the RER RM in the continued development and implementation of the unit’s strategic objectives.

The SAO will have an important role in driving forward the workstreams and strategy of the RER Unit at a pivotal moment in the Syria response where it is critical that action around Early Recovery and Area-Based Programming continue to move forward. The position requires an adaptable and proactive profile that can be both technical and strategic, as the SAO’s role on a daily basis may range from coordinating with key external partners (e.g. Early Recovery & Livelihoods Cluster), to providing hands-on support to other RER staff in the development and implementation of high-quality RER assessments, to support with proposal development.

RESPONSABILITIES

PILOT PROJECT PLANNING AND IMPLEMENTATION
The SAO will be expected to lead on an ongoing part-time project supporting an innovative Area-Based Coordination Mechanism pilot, and on a second planned small-scale pilot for civil society capacity building. The SAO may be responsible for leading additional ad-hoc and small-scale workstreams within the unit, as requested by the RER RM. Responsibilities for this function include but are not limited to:

• Proactively engage with the relevant external partners to understand support and advisory needs and coordinate planning and implementation of pilot activities;

• Ensure pilot activities are implemented in a structured and efficient manner, in line with their programmatic and strategic objectives;

• Design new approaches and methodologies both for the collection of primary data to fill priority information gaps as well as design of relevant resources and tools for mapping and analysis of existing data;

• For all pilot initiatives requiring primary data collection and/or output production, prepare or update ToRs and ensure their validation by HQ on the appropriate timeline;

• Coordinate with other RER staff and Syria mission technical departments and field teams as needed for support on pilot projects;

• Develop final outputs and analytical products in line with pilot deliverables and objectives, which may include factsheets, presentations, briefs, etc, and which comply with IMPACT’s guidelines and quality standards;
• Ensure regular updates on pilot projects are provided to the RER RM, RER team members, and external counterparts. Provide support and follow up on identified challenges during the pilot processes;
• In coordination with the RER RM, lead presentation of pilot findings/outcomes to relevant external stakeholders to enhance their use and impact.

SUPPORT FOR UNIT CAPACITY BUILDING & INNOVATION INITIATIVES

In coordination with the RER RM, the SAO will be responsible for supporting with unit capacity strengthening efforts to ensure that assessment focal points have the needed mentorship and advisory to put innovative RER assessment concepts into practice, resulting in high-quality, actionable outputs that drive forward the unit’s objectives. The SAO’s role here is critical to building the unit’s broader capacity to deliver on its strategies and increase the sustainability of the scale-up of RER’s workstreams. Responsibilities for this function include but are not limited to:

• In collaboration with the RER RM, proactively identify capacity gaps, and resolve to bridge these through targeted training, mentorship, performance monitoring, and backstopping where needed;
• Support RER assessment focal points in the design and implementation of RER research cycles through advisory, review, and occasional hands-on support for research design and tool creation, data processing and high-quality analysis, impactful reporting and presentation of findings and key messages, etc;
• As needed, provide functional/technical oversight to relevant RER assessment staff, and produce joint skill development and work plans with the relevant Research Manager(s) who are line-managing the staff in question if required;
• In collaboration with the RER RM and assessment focal points, continuously seek to improve and innovate on existing and planned RER assessments, information products and processes to ensure the unit meets response stakeholders’ most pressing early recovery information needs in an effective and actionable manner.
• More generally, contribute to creating a culture of rigour, innovation and learning within the RER Unit operations.

UNIT STRATEGY, PROGRAM, AND PROJECT DEVELOPMENT

Under the guidance of and in close collaboration with the RER RM and RER team, the SAO will contribute to the continued development and sustainable implementation of the RER Unit strategy. Responsibilities for this function may include but are not limited to:

• Support in the development of a 3-year RER Unit strategy, including desired outcomes, strategic objectives, and priority activities;
• Support in the mapping of required resources and the planning of overarching processes for strategy implementation and progress monitoring;
• Support the RER RM in identifying and materializing opportunities for the scale-up of RER workstreams, in line with strategic directions of the unit and mission;
• Support the RER RM in the development of new RER-related concept notes and proposals;
• In pursuit of effective external communication of RER’s programmatic and strategic vision, support the RM in representing the unit’s portfolio to external stakeholders, including coordination actors, NGO fora, and potentially donors.

The SAO will maintain the strictest confidentiality on all data collected and related processes. 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 his/her assignment with IMPACT.

**REQUIREMENTS**

❖ **Years of work experience** At least 2 years of relevant working experience;

❖ **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline (Development Studies, Social Research, International Relations, Political Sciences, Economics, or similar);

❖ **Aid system familiarity** Familiarity with the aid system (humanitarian and/or development) and with the research community;

❖ **Research skills** Excellent research and analytical skills required, including experience designing research and conducting primary data collection using various sampling frameworks (probability/non-probability), with experience in both qualitative and quantitative research and mixed-methods approaches being a strong advantage. Experience with participatory approaches (participatory action research) and community engagement also a strong advantage;

❖ **Experience in relevant sectors** Experience working on development, nexus or area-based programming, or early recovery and resilience-focused projects an strong advantage;

❖ **Training and capacity-building skills** Ability to conduct trainings and interest in leading capacity building efforts, including through provision of advisory support and hands-on mentorship to teams on assessment skills and thematic concepts;

❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Skills in analysis software an asset (Atlas.ti/Nvivo/MAXQDA, R/SPSS/STATA), as is experience with InDesign and KoBo Toolbox;

❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting, including proven experience in contributing to high level presentations/briefings;

❖ **Level of independence** Strong existing ability to work independently, whether leading on a project or in support of colleagues;

❖ **Multi-tasking skills** Ability to multitask with tight deadlines on various RER workstreams and support activities;

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

❖ **Experience in geographical region** Knowledge of or past experience in Syria or the wider region is desirable;
Language skills Fluency in English required, competency in Arabic an asset;

CONDITIONS

- For this position, salary between 2'580 CHF and 2'640 CHF gross per month 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. 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.