

Job Description

UNIT MANAGER – HUMANITARIAN PLANNING & PRIORITIZATION

(Reference: 24|HQ|HPPUMGR01)

BACKGROUND ON IMPACT

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 Unit Manager of the Humanitarian Planning & Prioritization Unit to lead REACH programs related to Multi-Sector Needs Assessments (MSNAs), and support to global interagency planning & prioritization decision making.

Department: Global REACH
Position: Unit Manager – Humanitarian Planning & Prioritization
Contract duration: open-ended
Location: Geneva, Switzerland
Starting Date: ASAP

PROFILE

Under the supervision of the Director of Global Programmes, the Unit Manager has the overall responsibility for overseeing the work of the Humanitarian Planning & Prioritization Unit. This unit, which sits in the Global Programmes department, is in charge of leading REACH work related to Multi-Sector Needs Assessments globally, and more broadly contributing to global mechanisms that inform the planning and prioritization of humanitarian assistance. The position is based in Geneva with frequent travel to remote field locations across all countries of REACH's operation.

FUNCTIONS

1. Developing Programmatic Strategy:

- In collaboration with Global Programmes leadership, develop of organisational programmatic strategy and vision for informing humanitarian planning & prioritization at all levels.
- Develop, implement, and monitor unit strategy and workplan to achieve the organisational programmatic strategy.
- Provide input into country teams' unit strategies for intersectoral units, MSNA units, or as relevant.

2. Designing impactful programmes:

- Produce global programmatic guidelines on how to implement impactful, technically robust, and efficient programmes in line with the organisational programmatic strategy. Coordinate with relevant departments to ensure MSNA-specific guidance complements organisational guidelines.
- Oversee Research & Development into analytical approaches for MSNAs, building on country best practices and including rigorous testing of analytical approaches.
- Manage the development of mechanisms to improve the efficiency of MSNA programming, including through overseeing the development of automation tools, and/or standardising processes where relevant.
- Contribute actively to the Global Programmes Department's development of definitions and frameworks to measure the severity and magnitude of humanitarian need.

3. Overseeing cross-country programmatic implementation:

- Design, implement, and oversee training, learning, and country support systems to enable country teams to conduct high-quality MSNAs, and support country teams in the application of programmatic guidelines.
- Conduct knowledge management to track programme implementation and risk of key programmes globally, including the identification of cross-cutting risks.
- Mitigate identified programmatic risks through timely guidance, coordinating remote support, or surge (as relevant) to country teams.
- Update programmatic guidelines (See function 2) and guidance to mitigate structural issues identified through programmatic risk monitoring.

4. Building global programmatic partnerships:

- Expand and develop relationships with relevant UN agencies, donors, NGOs, etc. to facilitate country-level relationships and to promote evidence-based planning & prioritization decision making by global actors.
- Ensure active contribution of REACH to the Joint Intersectoral Analytical Framework (JIAF) development and roll-out, including coordination of REACH participation in all levels of decision-making including the Methodology Working Group (and sub-groups), Advisory Group, and Steering Committee.
- Maintain positive perception of REACH by external partners, donors, and coordination platforms.

5. Directly implementing global programs:

- Oversee the analysis of MSNA data across crises to inform global decision-makers, ensuring that the analysis is high-quality, understandable, and mitigates the risk caused by the data's limitations.
- Identify new and innovative ways to produce global or regional information products targeted to different types of decision-makers.
- Ensure the dissemination of key messages from cross-crisis analysis of data to relevant global/regional actors including donors, UN Agencies, other NGOs, etc.

6. Fundraising and financial management:

- Oversee project proposal development, budget design, and negotiate proposals with donors.
- Forecast and monitor financial expenditures to ensure financial compliance.
- Meet narrative and financial reporting requirements, in coordination with Grants and Finance departments.

7. Team management and leadership:

- Provide leadership to the unit and the department through active participation in the Global Programmes Management Group.
- Support the HR Department in the recruitment and onboarding of new staff.
- Ensure regular performance appraisal and career management, including mentoring and coaching colleagues to build the capacity of the team.

REQUIREMENTS

- **Years of work experience:** At least 5 years of proven experience and progressive managerial responsibilities in senior position, of which at least 3 years in hardship positions. Prior work experience in Africa and Asia is highly desirable. Previous experience in senior positions within IMPACT Initiatives highly desirable.
- **Management experience:** Previous successful senior management experience in international not-for-profit research entity. Preferred to have overseen both small and large-scale research portfolios (2m+ annual budget).
- **Research experience:** Excellent research and analytical skills an asset. Experience in assessments, M&E, field research, and/or evaluations an asset.
- **External engagement:** Proven experience in nurturing, coordinating and operationalizing partnerships with other actors.
- **Travel:** Ability to travel regularly, including to challenging contexts.
- **Level of independence:** A self-starter with a proven ability to work independently.
- **Cross-cultural work environment:** Proven experience working in a variety of crisis contexts across different cultural environments. Ability to operate in a cross-cultural environment requiring flexibility.
- **Academic qualifications:** Master's degree in relevant discipline (International Affairs, Political Science, or similar) is required.
- **Language skills:** Fluency in English required. Proficiency in other languages is an advantage.

COMPENSATION AND BENEFITS

- IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff.
- Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT
- Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments
- Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- Applicants must hold a valid work permit for Switzerland or be EU/EFTA citizens
- Up to 40% of remote work on a weekly basis