

Job Description

ACCOUNTABILITY & INCLUSION RESEARCH MANAGER

(Reference: 24|HQ|RM02)

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 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.

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.

We are currently looking for a Research Manager to lead the AAP portfolio in HQ.

Title: Research Manager – Accountability & Inclusion
Location: Geneva with travel (up to 25% field deployment)
Contract duration: Open-ended
Start date: 10/06/2024

POSITION PROFILE

Under the direct supervision of the Global Director for REACH, The **Accountability & Inclusion Research Manager** is primarily tasked with overseeing the operational and thematic coherence of the respective activities of unit members and fostering collaboration and complementarities between the work of the Accountability & Inclusion Unit with that of other units within Global REACH. The Accountability & Inclusion Manager will represent REACH in various forums where the topic of humanitarian accountability is discussed and will ensure that the unit is properly resourced to achieve its objectives.

FUNCTIONS AND RESPONSIBILITIES

Under the direct supervision of the People-Centered Assistance Coordinator, the **Accountability and Inclusion Manager** will perform the following functions and responsibilities:

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- Oversee the day to day functioning of the Accountability and Inclusion unit through regular team meetings and the consolidation and tracking of workplans. This includes tracking progress against planned outputs and outcomes, and ensuring complementarity of individual workstreams within the unit and across units.
- With the inputs of specialists of the Accountability & Inclusion unit, contribute to the development of the strategic direction of REACH's programmes through revising and improving the REACH Accountability & Inclusion Strategy as needed.
- Capitalize on REACH data to inform decision makers through support to country teams on a need basis during research design, analysis, and dissemination.
 - o Supervise the field support activities provided by the Assessment Specialists of the unit and the development of sector specific or crosscutting guidance.
 - o Support the development of partnerships with specific teams to field-test promising research initiatives.
- With the support of unit Specialists, leverage global relationships to raise REACH's profile as a global Advocacy & Inclusion actor through enhanced advocacy and development of partnerships.
 - o Promote the use of REACH data for analysis and decision-making purposes in relevant working groups related to Accountability & Inclusion, coordination bodies and operational actors, as well as through targeted global analytical products and joint advocacy.
 - o Identify synergies with other actors that have a strong focus or expertise on accountability and inclusion and fundraise for partnerships that support system change.
- Improve the practical relevance and use of REACH research by affected communities to respond to their own needs by ensuring that REACH's research focus is informed by affected populations' information needs, that analysis of findings is led, informed or triangulated by affected populations themselves, and that findings are disseminated back to them.
 - o Interrogate REACH research practices in order to identify areas of improvement and ways to protect and foster the safety and dignity of its participants.
 - o Consolidate and promote resources that will enhance REACH's engagement with affected communities, including the Participation Toolkit and Complaint and Feedback Mechanisms Toolkit.
 - o Lead the facilitation an Accountability & Inclusion Community of Practice within REACH through which country teams will be consulted, and will get a chance to provide inputs and ideas on practical ways to make REACH research more people-centered.
- In collaboration with the People-Centered Assistance Coordinator and the director of REACH, **launch and develop additional strategies** as is relevant for its programmes.
- In collaboration with the People-Centered Assistance Coordinator and the global REACH director, complete the following **functions to support the running of the global REACH department** as required/requested:
 - o Ad hoc direct support to country teams (both remote and up to 25% field deployment)

- Support in external engagement, identification of new partnerships and advocacy
- Support in internal global REACH processes and systems, including inductions, supporting the global REACH retreat etc
- Other support as is requested

PROFILE

- ❖ **Years of work experience** At least 5 years of proven experience and progressive managerial responsibilities in senior roles, including in hardship positions.
- ❖ **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 external engagement within humanitarian coordination forums at field and global level is preferred;
- ❖ **Management experience** Demonstrated experience managing large research or programmatic portfolios and large teams;
- ❖ **Thematic experience** Prior experience with research or program implementation associated with Accountability to Affected People, Inclusion, Protection and / or Emergency Telecommunications
- ❖ **Experience in geographical region** Past experience across multiple contexts where IMPACT implements activities, including Africa, the Middle East, Asia, Latin America ;
- ❖ **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 (International Affairs, Political Science, or similar);
- ❖ **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 travel regularly and operate in a complex and challenging security environment.
- ❖ **Language skills** Fluency in English required, competency in other languages regularly used in IMPACT country missions such as Arabic, French and / or Spanish is an asset.

COMPENSATION AND BENEFITS

- For this position, gross salary between 6'000 CHF and 6'450 CHF monthly (before income tax). NB - 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. A contribution to medical insurance of 450 CHF per month is already included in the salary figure.

- 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