

## Job Description

### REAL TIME MONITORING & ANALYSIS RESEARCH MANAGER IN GENEVA, SWITZERLAND

(Reference: 24|HQ|RM01)

IMPACT Initiatives is a humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in research design; data collection, management and analysis; GIS and remote-sensing. For more information visit: [www.impact-initiatives.org](http://www.impact-initiatives.org) and [www.reach-initiative.org](http://www.reach-initiative.org).

We are currently looking for a Real Time Monitoring & Analysis Research Manager (RTM RM) to lead our Real Time Monitoring & Analysis Unit (RTMU) in our Global Programmes Department in Geneva, Switzerland.

- **Position:** Real Time Monitoring & Analysis Research Manager
- **Department:** Global Programmes
- **Supervisor:** Emergency Response Coordinator (ERC)
- **Start date:** 10/06/2024
- **Duration:** Open-ended
- **Location:** Geneva, Switzerland (up to 25% field deployment)

#### OVERVIEW

IMPACT seeks to establish systems to track, monitor, advocate and respond to the worst-off humanitarian crises, in order to inform emergency prioritisation at the global and national level. The Real Time Monitoring & Analysis Unit (RTMU) will lead the strategic development and implementation of core emergency RTM programmes. This will include Humanitarian Situation Monitoring (HSM), monitoring for risk of excess mortality, supporting the establishment of Assessment & Analysis Working Groups (AAWGs), supporting the launch of the global alert system, as well as any other new / relevant programmes. The unit plays a critical voice within the organisation and more broadly within the response to raise alarm in case of anticipated or worsening outcomes in emergency contexts. Under the direct supervision of the Emergency Response Coordinator, the RTM RM will lead the development of our global programmatic strategy for Real Time Monitoring & analysis and contribute towards the overall organisational strategy for emergencies.

#### FUNCTIONS AND RESPONSIBILITIES

Under the supervision of the Emergency Response Coordinator (ERC) based in Geneva HQ, the REACH RTM RM will be responsible for the following functions:

##### Strategy development

###### Development of programmatic strategy

- With the oversight of the Emergency Response Coordinator (ERC) and in consultation with other members of RTMU, the RM will be accountable for the successful design and delivery of the Real Time Monitoring & Analysis (RTM) strategy;

- In collaboration with the ERC and the Director of Global Programmes (DoGP), contribute towards the development of the organisational programmatic strategy for emergencies and the overall organisational programmatic strategy.

#### Review of country strategy

- With the oversight of the ERC, support IMPACT's country missions with the design & delivery of Real Time Monitoring & Analysis strategies at country level.
- In conjunction with the ERC and Sudden Onset Specialist (SOS), support country missions with establishing integrated approaches to emergency programmes, including through ensuring clear links between monitoring & rapid response workstreams.

#### Developing impactful programmes

##### Producing global programmatic guidelines

- With the oversight of the ERC, oversee the production and dissemination of global programmatic guidelines under the RTM workstream, including HSM, Risk of Excess Mortality, AAWGs, and any other relevant guidelines, as required.
- Oversee Research & Development activities for Real Time Monitoring & Analysis activities, including supporting the integration of R&D outcomes into core programmes.
- Oversee the identification of internal and external best practices for delivery of emergency programmes at country level, including through ensuring lessons learned sessions with country missions are organised.

##### Disseminate and train on guidance for key programmes

- Oversee the dissemination and training of validated toolkits and guidance for key programmes, using methods including intranet, webinars, etc.
- Oversee the facilitation of the Real Time Monitoring Community of Practice (CoP) and coordination of related activities.
- In coordination with the ERC, conduct regular visits to country missions to track progress against strategic objectives, deliver trainings, and provide support, as relevant.

#### Support implementation of key programmes

##### Support in the application of programmatic guidelines

- With the oversight of the ERC, conduct regular engagement with country teams to support the setup and implementation of Real-time monitoring workstreams: the rollout and revamp of HSM, the operationalisation of the Risk of Excess Mortality framework, and establishment of Assessment & Analysis Working groups.
- With the oversight of the ERC, oversee the design & development of the Global Alert System.
- Oversee the piloting, testing, and iterative improvement of best practice guidelines, based on learnings from R&D, feedback from country teams and practical implementation in the field
- Oversee the provision of technical support and guidance to country teams
- Oversee the programmatic reviews (i.e. "Traffic Light Reviews") of relevant products
- Provide ad hoc support, including surge, in the event of major emergencies, including in country missions or sudden onset responses (up to 25%), including supporting emergency coordination within HQ as required.

##### Track implementation and risk of key programmes globally

- With the oversight of the ERC, flag risks related to emergency programmes to be inputted into the global programmes risk monitoring processes

## Developing key global programmatic partnerships

### Development of global partnerships

- With the oversight of the ERC, identify & conduct external engagement with key stakeholders working in the RTM sphere and support the development of global partnerships
- Represent IMPACT in key external fora, when relevant

### Implementing global programmes

- In close coordination with the ERC, support the development of internal systems to monitor emergency crises globally, and raise alerts internally through the established processes in the event of deteriorating conditions in emergency contexts.
- Oversee the development of global analysis products.
- Support the coordination of the Emergencies Taskforce, and any other internal coordination structures, as required.

### Unit Management

- Line management of members of the RTMU, including career management, growth, and regular performance appraisals
  - Ensure timely submission of admin-related documents (attendance sheets, leave requests, travel requests, etc.).
- As the unit manager, ensure effective management of the RTM unit, including:
  - Grants & financial management
  - Proactive fundraising for the unit
  - Design & implementation of effective communication and project management processes
  - Follow up of relevant administrative processes
- Upon the request of the ERC, support any other ad hoc tasks as necessary, including acting as OiC and/or providing support to emergency coordination in HQ or deployed to country missions, as required.

## REQUIREMENTS

- At least 5 years of relevant working experience in humanitarian settings, with experience in at least 2 acute emergencies
- Excellent academic qualifications, including a Master's degree in relevant discipline
- Excellent research design and analytical skills
- Excellent communication and drafting skills for effective reporting, and organisational skills for effective management of large-scale processes with multiple country teams
- Excellent interpersonal skills, include strong external engagement, management and coordination skills
- Familiarity with the humanitarian system and global humanitarian policy frameworks, in particular the Grand Bargain
- Willingness to engage in short term field deployments, including to complex and challenging security environments
- Ability to operate in a cross-cultural environment requiring flexibility
- Fluency in English required; proficiency in French or Spanish an asset
- Ability to operate Microsoft Word, Excel, Powerpoint

- Ability to work independently

## KEY PERFORMANCE INDICATORS (KPIs)

- Global-level horizon scanning system established in accordance with designed & agreed thresholds
- 90% of alerts that meet internal thresholds are raised, decision taken, and documented in the event of a new or deteriorating crisis
- Impactful emergency programmes designed, tracked, and supported in accordance with R&D outcomes and country-level agreed strategy in 80% of relevant countries
- Emergencies Community of Practice (CoP) developed, maintained, and active

## 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