

ASSOCIATE RESEARCH MANAGER

(Reference: 24|MDA|ARM01)

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, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in its fields of intervention.

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT and ACTED) and the United Nations Operational Satellite Applications Program ([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) needs 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 an Associate Research Manager to lead our Resilient Practices Research Team in Moldova.

Department: REACH / AGORA
Position: **Associate Research Manager**
Contract duration: 12 months
Starting Date: 1st of July 2024
Location: Chisinau, Moldova

COUNTRY PROFILE

IMPACT has been active in Moldova since late February 2022, following the escalation of conflict in neighbouring Ukraine. IMPACT's work has primarily been to facilitate the emergency response efforts in support of the more than 700,000 refugees that entered Moldova in the months following. Today, more than 100,000 refugees remain in the country. Alongside the pressures felt due to the Ukraine conflict, Moldovan society continues to grapple with several other interconnected challenges. These include economic uncertainty, energy insecurity, government reform and climate change. The humanitarian response is therefore shifting towards a medium to long term outlook that addresses the vulnerabilities of refugee population alongside those of the Moldovan host population in a holistic manner. IMPACT Moldova scope has likewise expanded to conduct research that covers the spectrum of humanitarian and development needs in the country, to provide timely data and analysis to a variety of partners and other relevant stakeholders.

The programming portfolio for IMPACT Moldova currently consists of two research teams: The Vulnerability &

Inclusion RT which focuses on provision of protection and basic needs to vulnerable communities through continuing support to the refugee response in Moldova and by providing research insights that lead to enhanced support to Moldovan communities in need; and the Resilient Practices RT which aims to support partners in strengthening local governance, improving socio-economic outcomes and access to public services, and enhancing disaster risk awareness and preparedness. These research teams are supported by a cross-cutting Technical Support Team focused on data support, information management, and GIS/ remote sensing.

POSITION PROFILE

The Associate Research Manager will be responsible for leading a research team, within a wider country setup. Under the supervision of the IMPACT Country Coordinator, the ARM will lead the development and timely implementation of the team's strategy and research cycles.

This position requires a profile that can be both analytical and managerial, as the Associate Research Manager's job can range from coordinating with external partners (whether data actor, humanitarian cluster, or donor) to analytical oversight of research products, as well as support on logistics, reporting, and financial planning.

During his/her 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 his/her 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.

RESPONSIBILITIES

The Associate Research Manager's responsibilities will include:

STAFF MANAGEMENT

- Under the guidance of the IMPACT Country Coordinator, direct management of international and national team members, including recruitment and staff career management. The Resilient Practices RT currently consists of 4 contracted staff;
- In coordination with the IMPACT Country Coordinator, development and implementation of capacity training plans for team members;
- Day-to-day management of team members, including the development of work plans and performance indicators.

PROJECT/RESEARCH CYCLE MANAGEMENT

- Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
- Oversee all of the team's research cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies.
- Ensure the writing and production of timely, accurate and analytically rigorous outputs;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure timely completion of the project.
- Actively advocate for the improving of analysis within REACH products, and using common

methodologies, tools and analysis frameworks across units where relevant

GRANTS MANAGEMENT

- Under the guidance of the IMPACT Country Coordinator and in coordination with the Project Funding Officer, manage grant components, including conceptualisation of new projects, drafting proposals, regular reporting, and M&E;
- Support the IMPACT Country Coordinator in the financial management of all grants covering Resilient Practices RT projects, including oversight of budget and expenditure;
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the IMPACT Country Coordinator, represent REACH with donors, partners, and the wider response community in Moldova.

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Moldova and identify how the Resilient Practices RT can fill these gaps;
- Contribute to the development and implementation of the Moldova country and Resilient Practices RT strategies;
- In coordination with the IMPACT Country Coordinator, develop and implement dissemination strategies to strengthen the impact of the Resilient Practices research cycles;
- Engagement with HQ on Resilient Practices research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The Associate Research Manager will maintain the strictest confidentiality on all data collected and related processes. They 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 3 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- ❖ **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 humanitarian coordination forums preferred;
- ❖ **Management experience** Demonstrated staff management skills is desirable, including remote management;
- ❖ **Thematic experience** Prior experience with Area-based Assessments is desirable
- ❖ **Experience in geographical region** Past experience in the region/supporting is desirable;
- ❖ **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;
- ❖ **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 operate in a complex and challenging security environment.
- ❖ **Language skills** Fluency in English required, competency in Romanian and/or Russian is an asset.

CONDITIONS

- ❖ For this position, salary between 2'600 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. Depending on the country situation, a contribution to a housing allowance of up to 75% of country-specific benchmark can be considered instead. NB – IMPACT is hosted by ACTED in this country
- ❖ Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance
- ❖ On a case-by-case basis, accompanied status and relevant benefits can apply (health insurance and flight tickets for dependents, education allowance for children)
- ❖ 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;
- ❖ Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- ❖ 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