

Job Description

SUDDEN ONSET SPECIALIST IN GENEVA, SWITZERLAND

(Reference: 23|HQ|AS02)

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 and www.reach-initiative.org.

We are currently looking for a Sudden Onset Specialist (SOS) to lead our programmatic emergency response workstreams in our Global Programmes Department in Geneva, Switzerland.

- **Position:** Sudden Onset Specialist (SOS)
- **Department:** Global Programmes
- **Supervisor:** Emergency Response Coordinator (ERC)
- **Start date:** Mid-Late June 2024
- **Duration:** Open-ended
- **Location:** Geneva, Switzerland (up to 40% 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. In close conjunction with the Emergency Response Coordinator (ERC), the Sudden Onset Specialist (SOS) will lead the strategic development and implementation of core emergency response programmes and contribute towards the overall organisational strategy for emergencies. This will include directly launching emergency responses and/or supporting country teams to prepare for and launch emergency responses to sudden onset emergencies, with particular focus on areas or populations at risk of loss of life. The SOS will lead the development of our global Emergency Response toolkit, including a standardised package for rapid needs assessments. The SOS will also lead our engagement with strategic partners such as UNDAC, and identify other partners for sustained engagement within the sudden onset space. Alongside the ERC, the SOS will also work in close coordination with the Real Time Monitoring & Analysis Research Manager (RTM RM) and the wider RTM unit (RTMU) to contribute towards the achievement of our overall programmatic strategy for emergencies.

Functions and responsibilities

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

Strategy development

Development of programmatic strategy

- With the oversight of the Emergency Response Coordinator (ERC), the SOS will be accountable for the successful design and delivery of our Sudden Onset and Rapid Response strategy.
- In collaboration with the ERC, contribute towards the development of the organisational programmatic strategy for emergencies.

Review of country strategy

- With the oversight of the ERC, support IMPACT's country missions with the design & delivery of sudden onset responses at country level, including through programmatic and operational preparedness measures and establishing rapid response structures.
- In conjunction with the ERC and RTM RM, 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 for sudden onset responses, including through the development of technical guidelines, toolkits, and minimum standards for rapid needs assessments.
- In close coordination with the ERC and the RTM RM, in the event of a large-scale risk of loss of life, the SOS will support activation of the emergency brake protocol to reallocate resources to the emergency response, in close conjunction with the relevant team members within the RTMU.
- Coordinate with the R&D team within the RTM Unit to ensure key R&D outcomes, best practices, and lessons learned are integrated into programmatic guidelines.
- Identify and map internal and external best practices for delivery of emergency response programmes at country level, including through ensuring lessons learned sessions with country missions are organised.

Disseminate and train on guidance for key programmes

- Disseminate and train country teams on validated toolkits and guidance, using methods including intranet, webinars, etc.
- Facilitate the Sudden Onset / Rapid Response Community of Practice (CoP) and coordination of related activities.
- In coordination with the ERC, conduct regular visits to country missions to support country preparedness for emergencies, track progress against strategic objectives, deliver trainings, and provide surge 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 sudden onset and rapid response workstreams: establishing contextualized rapid needs assessment toolkits in priority countries aligned to the global indicator bank, and supporting programmatic and operational readiness for emergency responses.
- Provide ongoing technical support and guidance to country teams on relevant programmes.
- Conduct programmatic reviews (i.e. "Traffic Light Reviews") of relevant products.
- Provide surge support to country missions, in the event of major emergencies or deploy to sudden onset responses (up to 40%), 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 response programmes to be inputted into the global programmes risk monitoring processes.
- Support the strengthening and implementation of IMPACT's global emergency decision-making and resource mobilisation systems and processes.
- Lead or support After Action Reviews to identify learnings and iteratively improve emergency responses.

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 sudden onset sphere and support the development of global partnerships
- Represent IMPACT in key external fora, when relevant, including active participation in sudden onset coordination structures and facilitation of assessment & analysis trainings.

Implementing global programmes

- Oversee the development of global analysis products.
- Support the coordination of the Emergencies Taskforce, and any other internal coordination structures, as required.

Ad hoc tasks

- Upon the request of the ERC, support any other ad hoc tasks as necessary.
- Supporting grants and financial management, including inputs into donor reporting, funding proposals, budgets etc.
- Follow up of other relevant administrative processes.

REQUIREMENTS

- At least 4 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 field deployments, including to complex and challenging security environments up to 40% of the time
- Ability to operate in a cross-cultural environment requiring flexibility
- Fluency in English required; proficiency in French, Spanish, or Arabic an asset
- Ability to operate Microsoft Word, Excel, Powerpoint
- Ability to operate Stata, R, SPSS, or related statistical programming an asset

- Ability to work independently

COMPENSATION AND BENEFITS

- For this position, gross salary between **5'850 CHF and 6'050 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