

JOB DESCRIPTION

SENIOR ASSESSMENT OFFICER (FSL)

(Reference: 24|SYR|SA001)

BACKGROUND ON IMPACT AND REACH

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 Senior Assessment Officer to support our team in Amman, Jordan.

Department: REACH Syria
Position: Senior Assessment Officer
Contract duration: 12 months
Location: Amman, Jordan
Starting Date: Mid July 2024

COUNTRY PROFILE

After more than a decade of conflict, conditions in Syria remain volatile and marked by violence and socioeconomic deterioration. The scale, complexity, and severity of humanitarian needs in Syria extends the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remains paramount to ensure that the response adequately meets the needs of the most vulnerable people and is tailored to different realities across communities and over time. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has since grown significantly as an actor in the response. Broadly speaking, REACH Syria facilitates a humanitarian evidence base via four key research streams:

- Monitoring of the humanitarian situation in Syria, including joint market monitoring to track prices of goods as per the survival minimum expenditure basket (SMEB);
- Displacement tracking, through tracking the movement of IDPs and returnees;
- Remote sensing activities, including market functionality, flood hazard assessments, etc;
- Technical support to clusters, including thematic assessments and capacity building

FUNCTIONS

Under the line management of the Research Manager, the Senior Assessment Officer is responsible for the implementation of research cycles, including the preparation, data collection, analysis, drafting, dissemination, and evaluation stages. Throughout research cycles, the Senior Assessment Officer engages with partners to promote their participation and maximize their impact. The Senior Assessment Officer will specifically be engaged with assessments related to Food Security and Livelihoods (FSL) in Northern Syria and lead on the design and implementation of those projects.

This position requires analytical thinking, creativity, independence, and an interest in the Syrian context.

Candidates should have strong writing and presentation skills and be able to clearly think through and articulate implications of research findings. The position will regularly require looking at data, pulling out relevant findings, writing engaging briefs and factsheets, presenting findings to external audiences with varying amounts of data literacy, and guiding colleagues in how to think more analytically about their own research.

In 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.

RESPONSABILITIES

RESEARCH PLANNING AND IMPLEMENTATION

- Anticipate knowledge gaps prior to the execution of a Research Cycle;
- Ensure that required secondary data review and/or analysis has been conducted in preparation of an assessment;
- Ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT's research cycle and other relevant guidelines;
- Design research approaches and methodologies according to IMPACT's requirements and principles as well as partners' information needs;
- Draft, in close coordination with GIS and data teams, qualitative and quantitative data collection tools;
- For each research cycle, prepare ToRs and ensure their validation by HQ before any data collection begins;
- Ensure relevant stakeholders and partners are engaged in research design and planning

- In close liaison with field officer(s), ensure that required enumerators are identified and trained for primary data collection;
- Keep track of progress and delays of all assigned assessments throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines and with the ToRs;
- Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

DRAFTING OF RESEARCH PRODUCTS

- Ensure the drafting of timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc which comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact in line with their intended use
- Maintain regular communication with country Management and IMPACT HQ on progress and deadlines for written products;

EXTERNAL ENGAGEMENT

- Ensure that relevant partners are consulted and involved at all stages of research cycle: assessment preparation; data collection; data analysis; review of research products; product dissemination; and lessons learnt;
- Represent REACH Syria in relevant meetings/working groups;
- Follow up on issues identified by partners or during meetings / working groups;
- Promote the active use of datasets and research findings by partners and the broader humanitarian community for their decision making;
- More generally, contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors

CAPACITY BUILDING

- Promoting capacity building across the Cash and Markets Unit related to deepening analytical capacities (capacity building portfolio will depend on level of experience).
- Providing day-to-day direct capacity building support to any staff under within their line management.

INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues/units;
- Engage in the development and implementation of IMPACT's strategy in (country) under the direction of his/her supervisors

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the Research Manager, support in developing the C&M Unit's strategy, and engagement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Syria and identify how the C&D Unit can fill these gaps

REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- ❖ **Research skills** Excellent research and analytical skills required, including a sound understanding of sampling frameworks and their application, an ability to analyse large data sets, as well as conduct temporal or spatial trend analysis.
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint. Advanced skills in R, SPSS and/or STATA or other statistical analysis software are required. Experience with InDesign an asset.
- ❖ **Familiarity aid system** Familiarity with the aid system preferred;
- ❖ **Years of work experience** At least 3-4 years of relevant working experience
- ❖ **Experience in the FSL sector** Previous FSL-related experience is a strong asset;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ **Level of independence** Strong existing ability to work independently in support of colleagues and partners;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Experience in geographical region** Past experience in Middle East is desirable;
- ❖ **Language skills** Fluency in English required, competency in Arabic an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment

CONDITIONS

- For this position, salary between 2'220 CHF and 2'640 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
- Accompanied status does not apply to this position.
- 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