

JUNIOR RESEARCH OFFICER IN GENEVA, SWITZERLAND

Reference: 24|HQ|JRO01

Created in 2010, IMPACT Initiatives is a Geneva-based NGO and the largest independent data provider in contexts of crisis. We aim to support a range of stakeholders in making better, more informed decisions in humanitarian, stabilisation, and development settings. We believe that a key pathway to better planning and decision-making is direct engagement with local communities and their leaders. Through our team of assessment, data, geospatial, and thematic specialists, we promote the design of people-centred research and set standards for collecting and analysing rigorous, high-quality data in complex environments. For more information visit: www.impact-initiatives.org

OVERVIEW

We are currently looking for a Junior Research Officer to join our global team in Geneva, Switzerland.

- **Position:** Junior Research Officer (Mixed Methods)
- **Department:** Research
- **Supervisor:** Research Manager (Africa & Europe Unit)
- **Start date:** January 2025
- **Duration:** Open-ended
- **Location:** Geneva, Switzerland

The Junior Research Officer will be part of the IMPACT Research Department and under the supervision of the Research Manager - Africa & Europe Unit. Specifically, the objective of the Regional Units is to ensure all IMPACT research cycles are meeting / exceeding internal standards, wider academic research standards and ethics in the 1) research methods, 2) data processing and analysis practices, and 3) data interpretation, data visualisation and research reporting practices being used within IMPACT.

To achieve this objective, each Unit:

- Provides day-to-day support and advice (including review and validation of all relevant outputs) to IMPACT country teams on all aspects of research cycle implementation
- Develops tools and guidelines, and engages with internal and external stakeholders, to strengthen and standardise research practices within IMPACT
- Contributes to IMPACT's capacity building efforts vis-à-vis research
- Contributes to strengthening quality of research within IMPACT through the capitalisation of best practices and lessons learned

Within this setup, the Junior Research Officer will support with (1) reviewing research design, data and analysis outputs (mainly qualitative), and final information products from research conducted within the relevant regional portfolio, (2) development of tools and guidelines to improve research quality within IMPACT, and (3) process follow-up for research cycles being followed.

CORE TASKS

- Advise on, review and validate research design and data/ analysis approaches for IMPACT research cycles, while taking the lead on specific countries and/ or thematic areas of focus based on interests agreed upon at the start of contract. This includes:
 - Advise country teams on all aspects of research design, in line with IMPACT Research guidelines
 - Review research design materials and tools, including (but not limited to) Terms of Reference, Data Analysis Plans, Data collection tools
 - Review and validate data processing and analysis outputs, especially from qualitative research
- Ensure IMPACT’s information products meet the required standards for data interpretation, data visualization and research reporting, specifically:
 - Review narrative information products including, but not limited to, reports, presentations, factsheets, situation overviews, etc., while paying specific attention to:
 - Accuracy with which findings are being reported and presented, including consistency with research Terms of Reference, data collection tools and methodology
 - Coherence and clarity of narratives, and the extent to which the research questions have been adequately addressed through these narratives
 - Respect for core humanitarian principles and other sensitivities in research reporting
 - Provide clear, concise and constructive feedback to those drafting information products
 - Flag and discuss identified risks with Research Manager as and when relevant.
- Support with day-to-day process follow-up for the research cycles being followed, including:
 - Monitor progress and emerging risks for research implementation in specific country contexts
 - Follow-up on delayed/ missing research cycle documents, keeping databases up to date
 - Ensure sufficient tracking and proper filing of relevant documents and tools
- Contribute to capitalization of lessons learned as well as development of tools and guidelines for increased research quality within IMPACT.

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- Provide other support for the implementation of IMPACT Research Cycles as directed, including in-country or remote surge to IMPACT country teams (up to 25%).

REQUIREMENTS

	Required	Desired
Qualifications & work Experience	- Good academic qualifications, including a Master’s degree or higher in relevant discipline (e.g. International Relations, Social Science, Social Research, Anthropology, International Development, Economics, etc.)	- Prior experience in implementing primary research projects in field settings from start to finish (e.g. needs assessments, monitoring and evaluation)

	<ul style="list-style-type: none"> - At least 1 year of relevant experience in a research or analyst role, ideally in humanitarian/ development contexts, with a focus on implementing qualitative or mixed methods research projects 	
Technical knowledge & skills	<ul style="list-style-type: none"> - Basic knowledge of research methods within the field of social sciences, including pros, cons and applicability of different methods - Basic knowledge of the fundamentals of research planning, including how to formulate appropriate research questions and methodologies - Basic knowledge of privacy and ethical considerations in data collection, analysis - Basic knowledge of data interpretation and visualisation best practices, and how to effectively and accurately disseminate research findings - Intermediate-advanced knowledge of Microsoft Office suite, including prior experience with Word and Excel 	<ul style="list-style-type: none"> - Basic knowledge of the history, architecture, key stakeholders and dynamics in the humanitarian sector - Basic knowledge of common challenges and risks for applied research in complex crisis contexts - Prior experience with processing and analysing both quantitative and qualitative data, including experience with analysis software such as R, NVIVO, MaxQDA, etc. - Prior experience with Adobe Creative Cloud (Illustrator, InDesign) and/ or other data visualisation software (Tableau, ArcGIS, etc.)
Language skills	<ul style="list-style-type: none"> - Fluency in English 	<ul style="list-style-type: none"> - Fluency in French
Other soft skills	<ul style="list-style-type: none"> - Commitment to acting professionally, while operating with transparency and taking responsibility for actions - Commitment towards personal and professional growth through learning, creative thinking and openness to feedback - Ability to effectively communicate and build relationships with others, internally and externally - Ability to work cooperatively with others from a diversity of backgrounds, engaging effectively internally and externally. - Attention to detail and commitment to delivering results on time, and to a high standard of quality 	<ul style="list-style-type: none"> - Ability to manage time effectively and thrive in a fast paced, results-oriented working environment - Ability to maintain focus on professional objectives while adapting and demonstrating flexibility as contexts, requirements and circumstances evolve - Ability to work independently, with initiative, while taking a solutions-oriented approach - Ability to use analytical and critical thinking to form sound judgments and inform evidence-based decisions

COMPENSATION AND BENEFITS

- For this position, gross salary between **4'800 CHF and 5'000 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 520 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