

## Manager – HQ Analysis Unit

(Reference: 25|HQ|SA02)

### BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian think-and-do tank based in Geneva, Switzerland. The organization aims to support evidence-based decision-making for humanitarian and development programming through data collection, analysis, and dissemination. IMPACT is the implementing partner of REACH, a multi-agency initiative created in 2010 that supports humanitarian actors to improve planning and decision-making through in-depth, reliable information and analysis.

All of IMPACT's programs are implemented in support of humanitarian coordination structures. IMPACT's team comprises specialists in data collection, management, and analysis, as well as experts in humanitarian response, GIS, and remote sensing.

**We are currently looking for an Analysis Unit Manager to support our team in Geneva.**

**Position:** Manager - HQ

**Contract duration:** 12 months

**Starting Date:** ASAP

**Location:** Geneva

### POSITION PROFILE

The Analysis Unit Manager will lead a team responsible for designing, piloting, and institutionalizing analytical frameworks, products, and guidance across IMPACT's three analysis workstreams: acute needs ("deprivation analysis"), affected people's priorities, and aid effectiveness ("what works"). The Manager will oversee the development of core analytical processes and outputs, support their rollout across country missions, and lead strategic engagement to ensure uptake and impact.

The Manager will supervise workstream leads and collaborate closely with country teams and HQ functions to ensure analysis is technically sound, policy-relevant, and implemented consistently across contexts. The role requires a strong blend of strategic leadership, technical expertise, and stakeholder engagement.

The analytical products developed under the Unit are intended to inform response prioritization, program design, and strategic decision-making within the Humanitarian Programme Cycle (HPC) and beyond.

### RESPONSIBILITIES

## 1. Strategic Leadership and Workstream Coordination

- Lead the design and implementation of IMPACT's analytical vision across the three workstreams: Acute Needs, Community Priorities, and What Works.
- Supervise workstream leads and provide strategic direction to ensure coherence and complementarity across analytical approaches.
- Ensure analytical products are user-driven, context-relevant, and aligned with broader sectoral and inter-agency developments.
- Monitor trends in humanitarian analysis and financing to anticipate new needs and steer strategic adaptation of the Unit's work.

## 2. Development of Frameworks and Guidance

- Oversee the development of normative, conceptual, and analytical frameworks guiding each workstream, ensuring clarity in assumptions, indicators, and logic.
- Supervise the production of methodological guidance packages, including scoring systems, analysis protocols, and templates to support country implementation.
- Ensure materials are technically rigorous, scalable, and suitable for varied data environments.

## 3. Oversight of Analytical Products

- Guide the production of core analysis products across all three streams.
- Coordinate internal review and validation processes to ensure the quality, consistency, and credibility of outputs.
- Lead or supervise the development of global synthesis outputs and cross-crisis briefs.

## 4. Country Support and Capacity Strengthening

- Coordinate structured technical support to country teams for implementation of analytical frameworks, including troubleshooting complex analysis challenges.
- Oversee the design and delivery of capacity-building initiatives (e.g., onboarding, trainings, technical workshops) for country-based analysts.
- Ensure effective documentation and knowledge transfer mechanisms are in place to support country scale-up.

## 5. Stakeholder Engagement and Advocacy

- Lead engagement with key external stakeholders (e.g., donors, UN, clusters) to promote the relevance and uptake of analytical outputs.
- Represent the Analysis Unit in global fora and inter-agency processes to advocate for evidence-based prioritization and inclusive analysis.
- Drive dissemination and briefing efforts for internal and external audiences.

## 6. Internal Coordination and Integration

- Ensure close coordination with other HQ teams including Research Systems, Data and GIS, Quality Assurance, and MEL to align approaches and leverage synergies.

- Promote collaborative development and piloting of frameworks in partnership with country teams.
- Establish effective internal communication and feedback loops to strengthen institutional ownership and adaptability.

## 7. Learning, Innovation, and Institutionalization

- Lead lessons-learned reviews and strategic reflections on the design and evolution of analytical workstreams.
- Contribute to organizational learning on analysis in data-constrained settings and drive innovation in methodological approaches.
- Develop strategies for institutionalizing analytical practices and supporting scale-up across missions.

## REQUIREMENTS

### REQUIRED QUALIFICATIONS

- ❖ Work experience: Minimum 6 years of relevant experience in humanitarian analysis, needs assessment, research, or related fields, including experience managing teams and leading analytical work.
- ❖ Academic qualifications: Master's degree or equivalent in a relevant discipline (e.g., humanitarian affairs, development studies, social sciences, statistics, political science, etc.).

### TECHNICAL SKILLS:

- Strong analytical and critical thinking skills with experience developing and implementing analytical frameworks.
- Proven ability to synthesize complex datasets into concise, actionable insights.
- Excellent writing and communication skills, including experience producing briefs and presenting to high-level stakeholders.
- Proficiency in Excel; knowledge of statistical or data visualization tools (e.g., PowerBI, R, Python, STATA) is an asset.
- Understanding of humanitarian coordination systems and inter-agency needs analysis processes.

### COMMUNICATION AND ORGANIZATIONAL SKILLS

- Demonstrated ability to lead multi-disciplinary teams and manage complex workflows.
- Experience in external engagement and advocacy with donors, UN, and other humanitarian stakeholders.
- Fluency in English required; additional languages (e.g., French, Arabic) an asset.
- Capacity to work in a cross-cultural, fast-paced environment with tight deadlines.

## COMPENSATION AND BENEFITS

- For this position, gross salary between 5'800 CHF and 5'957 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 489 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