

## SENIOR ANALYST – HQ Analysis Unit

(Reference: 25|HQ|SA01|INT)

### 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 a Senior Analyst to support our team in Geneva.**

**Position:** Senior Analyst - HQ  
**Contract duration:** 6 months  
**Starting Date:** ASAP  
**Location:** Geneva

### POSITION PROFILE

In response to the shifting humanitarian financing landscape, IMPACT is placing greater emphasis on producing **light, consistent, and decision-oriented analysis products**, which summarize available data and inform key decisions. This position will be working on a new flagship analytical output that provides a concise, actionable understanding of **acute humanitarian needs** across geographies and population groups within a crisis.

The **Senior Analyst – HQ** will be responsible for producing this analytical product at country level. This includes reviewing and synthesizing data, conducting structured analysis using IMPACT's global analytical guidance, and producing a short, high-impact external brief. The analyst will work closely with GIS, data, and design colleagues to incorporate visual elements into the final output.

The final analytical product will play a key role in informing humanitarian prioritization decisions, including—but not limited to—the Humanitarian Programme Cycle (HPC), HNRPs, and donor resource allocation.

### RESPONSIBILITIES

The Senior Analyst's responsibilities include:

## 1. Development of Normative and Analytical Frameworks

- Support the reflection around the development of normative and conceptual frameworks for IMPACT analysis products on various themes, including acute needs, affected people's preferences and priorities, and aid effectiveness, with the immediate priority to support the acute needs workstream.
- In support to the analysis product leads, provide technical input into the design, refinement, and implementation of analytical frameworks and analytical guidance packages.
- Where relevant, support harmonisation and alignment between workstreams, including identifying cross-cutting trends and tensions.
- Contribute to internal reflections on the evolution and scalability of the analytical frameworks.

## 2. Country Support during Analysis and Output Production

- Provide remote or in-person technical support to country teams during the roll-out and implementation of analytical frameworks, particularly the AN-MVAP in 2025, including through development of thresholds and protocols for data uncertainty, development of analysis tools in excel, etc.
- Support country analysts in interpreting and applying global guidance to their context, including providing input on indicator selection, caseload estimation approaches, and disaggregation strategies.
- Contribute to onboarding or training sessions as needed.

## 3. Product Review and Quality Assurance

- In support of the Analysis Unit and in close coordination with the Research Quality Assurance team, participate in internal review processes of country-level outputs to ensure analytical consistency and methodological rigour.
- Provide feedback on assumptions, limitations, and clarity of messaging.
- Help maintain alignment with global standards, templates, and language.

## 4. Liaison with Cross-Cutting Technical Support team

- In close collaboration with IMPACT's Cross-Cutting Technical Support team, contribute to the identification of technical solutions that would help build efficiencies in the analytical processes performed at HQ and by country teams.
- Advise HQ and country teams in navigating complex data landscapes, including identifying and addressing data gaps, evaluating data quality, and triangulating across varied sources to produce coherent and actionable analysis.

## 5. Production of Global Analysis

- Lead global analysis within and across analytical workstreams (acute needs, community preferences and priorities, aid effectiveness)
- Contribute to the consolidation of country-level findings into concise, evidence-based insights for global advocacy and decision-making.
- Draft short briefs, slide decks, and internal notes for strategic use by IMPACT and partners.

## 5. Context Monitoring

- In collaboration with other Analysis Unit members, support IMPACT's context monitoring efforts by tracking contextual developments in countries where IMPACT is operating and other countries faced by shocks.

## 6. Stakeholder Engagement

- Provide support on HPC and JIAF-related processes, including troubleshooting analytical challenges and coordinating with country teams and global stakeholders.

## 7. Learning and Innovation

- Participate in lessons-learned reviews and propose improvements to global analysis processes and guidance.
- Contribute to organisational learning on running analysis workstreams and contribute to reflections and development of additional analytical workstreams, in collaboration with country and global counterparts.
- Support internal knowledge sharing within HQ and vis-a-vis country missions.
- Stay updated on sectoral best practices and innovations in humanitarian analysis.

The Senior Analyst 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

### REQUIRED QUALIFICATIONS

- ❖ **Years of work experience** 5 years of relevant working experience in a humanitarian setting, such as analysis, assessments, monitoring and evaluation and research design etc.;
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree or equivalent in a relevant discipline (e.g. international studies, development, humanitarian response, data science, political science, etc.);

### TECHNICAL SKILLS:

- **Excellent analytical and critical thinking skills;** ability to synthesize complex information into actionable insights.
- **Strong writing skills** and experience producing clear, concise briefs for external audiences.
- **Proficiency in Excel** and experience of an additional analytical tool (e.g. PowerBI, SPSS, R, STATA, or Python) an asset.
- **Familiarity with research methods** [quantitative and qualitative], with the ability to evaluate the quality of different data sources an asset.

- **Understanding of humanitarian coordination systems**, including HPC and inter-agency needs analysis and assessments

## COMMUNICATION AND ORGANIZATIONAL SKILLS

- **Ability to manage complex workflows** and deliver high-quality outputs under tight deadlines.
- **Experience engaging with external stakeholders** (e.g. clusters, donors, UN agencies).
- **Fluency in English required**; additional languages (French, Arabic, etc.) an asset.
- **Comfortable working in cross-cultural, fast-paced environments.**

## COMPENSATION AND BENEFITS

- For this position, gross salary between 5'300 CHF and 5'430 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