

(ASSOCIATE) RESEARCH MANAGER

(Reference: 25|UGA|RM01|INT)

BACKGROUND ON IMPACT AND REACH

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, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in its fields of intervention.

We are currently looking for an (Associate) Research Manager to lead our Humanitarian Research & Analysis Unit in Uganda.

Department: Inter-Sectoral Research & Analysis Unit (ISRAU)
Position: (Associate) Research Manager
Contract duration: 5 months (to be extended to 12 months pending funding)
Starting Date: June 1st, 2025
Location: Kampala, Uganda

COUNTRY PROFILE

Uganda is currently hosting close to 1.8 million refugees and asylum seekers, the largest number in the region. Most have fled civil unrest and conflicts in neighbouring countries of South Sudan, the Democratic Republic of the Congo (DRC), Somalia, and Burundi. Refugee flows into Uganda are likely to continue due to ongoing conflicts, violent wars, unrest and human rights violations in neighbouring countries. The vast majority of refugees are hosted in settlements in 12 refugee-hosting districts in northern and mid/south-western Uganda, while 5% of them reside in urban Kampala.

In Uganda, the response coordination is held by UNHCR and by the Office of the Prime Minister (OPM). The Uganda government, in coordination with the humanitarian partners, has granted a welcoming policy for all asylum seekers. In the past years Uganda has been affected by a general reduction of humanitarian funds that have triggered a prioritization of the humanitarian assistance. This need to prioritize has been exacerbated by recent global developments, which requires robust, accurate, and timely data. In addition to acute humanitarian needs, the refugee response is increasingly protracted and needs to identify pathways for long-term integration, self-reliance, and resilience of refugees and host communities.

POSITION PROFILE

The (Associate) Research Manager will be responsible for overseeing the implementation, development, and strategy of the entire research portfolio of the Uganda office, under the supervision of the IMPACT Country Coordinator, and IMPACT HQ in Geneva. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners. This position requires a profile that can be both analytical and managerial, as the Research Manager's job can range from coordinating with external partners (whether data actor, humanitarian cluster, or donor) to analytical oversight of research products. The role can be classified as an Associate Research Manager or Research Manager based on the experience of the candidate and funding available.

RESPONSIBILITIES

The (Associate) Research Manager's responsibilities will include:

STAFF MANAGEMENT

- Direct management of international and national team members, including recruitment and staff career management. The ISRAU is expected to include 4-5 staff;
- Development and implementation of capacity training plans for team members;
- Day-to-day management of team members, including the development of work plans and performance indicators.

PROJECT/RESEARCH CYCLE MANAGEMENT

- Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global IMPACT guidelines;
- Oversee all research cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies.
- Ensure the writing and production of timely, accurate and analytically rigorous reports, assessments, and factsheets;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure timely completion of the project.
- Actively advocate for the improvement of analysis within REACH products, and using common methodologies, tools and analysis frameworks across units where relevant.

GRANTS MANAGEMENT

- Under the guidance of the Country Coordinator, manage grants in the ISRAU, including initial discussions with donors, conceptualization of new projects, support in drafting proposals, leading on regular reporting, and M&E;
- Under the guidance of the Country Coordinator, oversee the financial management of all grants covering ISRAU projects, including oversight of budget and expenditure;
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the Country Coordinator, represent IMPACT with donors, partners, and the wider humanitarian and development community in Uganda.

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the Country Coordinator, develop the ISRAU strategy, engagement and involvement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Uganda and identify how the ISRAU and fill these gaps;
- Contribute to the development and implementation of the IMPACT Uganda country strategy;
- Develop and implement dissemination strategies to strengthen the impact of the ISRAU programmes;
- Engagement with HQ on ISRAU research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The (Associate) Research Manager 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

- ❖ **Years of work experience** At least 4 years of relevant working experience in a humanitarian setting, such as program management, evaluation and assessments;
- ❖ **Research skills** Excellent quantitative and qualitative research design, data collection, and data analysis experience required;
- ❖ **Familiarity with aid system** Good understanding of the aid system and the research community. Prior experience with humanitarian coordination forums preferred, particularly in UNHCR-led responses. Experience with IPC processes is an asset;
- ❖ **Management experience** Demonstrated team management skills;
- ❖ **Thematic experience** Prior experience with multi-sector, area-based, thematic assessments, remote sensing and/or climate-related assessments;
- ❖ **Experience in geographical region** Past experience in the region/supporting is desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting and reviewing;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility and work independently;
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree in a relevant discipline;
- ❖ **Software skills** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Familiarity with R, SPSS and/or STATA or other statistical analysis software an asset
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.
- ❖ **Language skills** Fluency in English required.

COMPENSATION & BENEFITS

- ❖ For this position, salary between 2'900 CHF and 3'240 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 is provided, though staff are encouraged to get their own accommodation (housing allowance available).
- ❖ Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- ❖ 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 Initiative's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-day in situ security training;
- ❖ 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.