

Job description

SHELTER, CCCM & CLIMATE ASSESSMENT SPECIALIST

(Reference:25|HQ|AS02|)

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 Assessment Specialist to coordinate the Sectoral & Thematic Unit's Shelter, CCCM and Climate portfolio:

Department:	Programmes, Communications & Research
Position:	Shelter, Settlements & Climate Assessment Specialist
Contract duration	12 months
Location:	Geneva, Switzerland
Starting date:	August 2025

UNIT & POSITION PROFILE

Three new Global Programmes units were created following an internal restructuring early 2025 to better align with the organizational strategy priority outcomes. The Research Systems Unit consolidates all IMPACT standardized data collection research cycles (MSNA, HSM, RNA, ABA, ...) to ensure they are interoperable and can align better to feed into internal analytical workstreams, as well as continue to meet external specific objectives. The Analysis Unit is responsible for the development of conceptual and analytical understanding of needs within the organization with a view to develop a stronger external strategic messaging towards decision-makers – it is responsible for the coordination of new analytical workstreams focusing on acute needs analysis, community priorities analysis, and a reflection on aid effectiveness and “what works” to deliver outcomes in responses. Finally, the Sectoral & Thematic Unit centralizes all sectoral expertise around sectors (public health sectors including food security, health, nutrition, WASH; education, protection, shelter & CCCM) and main themes IMPACT continues to support through research (cash & markets, accountability, inclusion and gender, climate and environment). This unit is responsible for being the custodian of sectoral and thematic standards in research programmes, for supporting the development of key research and analytical guidance to support the other two units, but also for keeping a capacity for dedicated sectoral and thematic analysis and diversification. **The position to recruit through these ToRs will be sitting within the Sectoral and Thematic Unit.**

Under the supervision of the Sectoral & Thematic Unit (STU) Senior Manager, the Shelter, Settlements & Climate Assessment Specialist will be responsible for key portfolio workstreams; including **maintaining sectoral standards and expertise in Shelter and Settlements/CCCM research programmes and related external engagement** and

managing IMPACT's internal CCCM Community of Practice (CoP) (which could be repurposed to also include Shelter) to build capacities at the country and global level. The position will also **support the development of the Climate & Environment portfolio, notably through the lead implementation of a global Climate project.** Finally, through their research and analysis work, they will also contribute to longer-term knowledge production for their topic or context of expertise, within the humanitarian sector and/ or wider social research community e.g. through external engagements and presentations, contributions to available literature, etc

The ideal candidate would have i) at least 5 years of experience in humanitarian settings; ii) 2 years at least specifically in fields related to Shelter/CCCM and/or Climate research; iii) experience in engaging with external stakeholders; iv) experience in developing and/or working around analytical framework, severity index, prioritization; v) familiarity with spatial analysis (GIS) and use of statistical software such R/STATA, is an asset but not essential; vi) willingness to travel on an ad-hoc and need basis to remote duty stations.

RESPONSIBILITIES

Sectoral & Thematic guidance development and maintenance

- Lead on development, maintenance and/or update of sectoral and thematic guidance documentation and related toolkits -where and when relevant as per internal knowledge development processes (possible examples include Shelter damage assessment guidance, CCCM severity index and site prioritization tools, durable solutions toolkits, climate hazard/change analysis guidance, etc.) following internal IMPACT research and programmes highest standards.
- Provide technical review, advice and support to country missions with Shelter, CCCM and climate and environment programmes, ensuring that the country programmes are implemented in adherence to global standards and review.
- Ensure that clear and up-to-date Shelter, CCCM and Climate & Environment guidance documents, tools, templates are available on the IMPACT Intranet.
- Support country missions to develop their own Shelter, CCCM and Climate & Environment portfolio through linkages with other mission examples, mentoring and advice. Contribute to technical review of focused Shelter, CCCM project proposals both at the country and global level, and support the Unit Senior Manager in developing Climate & Environment proposals.

Capacity Building

- Support in the reflection in IMPACT HQ revised structure on developing CoPs around peer supporting and mentorship, including potential future workshop to be organized (repurposing of the previously active CCCM CoP).
- As necessary, provide surge support to countries for primary data collection, training or other purposes related to programme delivery of Shelter, CCCM, and climate and environment.
- Build the capacity of IMPACT staff in Shelter, CCCM and climate and environment standards and practices throughout training design and delivery; support in identifying key external training and facilitate the enrolment of REACH staff when possible.
- Engage collaboratively with other Programmes Units to support coherence across workstreams. In particular, the Specialist will liaise with the Research Systems Unit to ensure standardized programmes within the portfolio meet relevant technical standards and support their continued improvement; and will coordinate with the Analysis Unit to promote technically sound consideration of shelter, displacement, and climate themes, where relevant, within analytical workstreams.

Dedicated sectoral & thematic analysis (including implementation of globally-led projects)

- **Primary support to global project implementation:** the Assessment Specialist will directly support activity implementation of a global project working on assessing losses and damages and implementing nature-based solutions in urban settings in Zambia and Mauritius, in link with a global partner, under the supervision of the STU Senior Manager and working with the Climate and GIS technical specialist. *(this will be a priority responsibility at least until end 2025)*
- Punctual support to global project working on the development of a Durable Solutions Toolkit under the supervision of the STU Senior Manager.
- Ability to conduct where and when strategic interest will be identified, dedicated globally led analysis of shelter and/or CCCM and/or climate and environment research.

External engagement

- Strengthening engagement with the Shelter and CCCM Clusters (and possible changes following Humanitarian Reset discussions) co-lead agencies: the Assessment Specialist will be expected to work closely with the Coordinators and IMO of the leading agencies, punctual support to Unit Senior Manager in involvement in SAG meetings.
- Collaborate with the Global Cluster IMOs in developing analytical frameworks, tools, guidance relevant for the country clusters and practitioners; Participation and support to country missions in their engagement with Country Clusters, when needed.
- Support the Unit Senior Manager in their global engagement around climate and environment strategic development; in particular around Green Climate Fund (GCF) opportunities with global partner Acted, involvement in Santiago Network on Loss and Damage, and other DRR opportunities.
- Proactively disseminate research findings to global partners and external stakeholders, including presentations and briefing sessions, to enhance their use and findings within the relevant contexts to inform decision-making.

REQUIREMENTS

- ❖ **Academic:** Excellent academic qualifications, including a Master degree in relevant disciplines to the sought position;
- ❖ **Years of experience:** 5 years of relevant working experience in humanitarian settings in a research/assessment position. Relevant working experience in Shelter/CCCM and/or Climate research related positions will be a strong asset.
- ❖ **Research skills:** Excellent research and analytical skills; including a sound understanding of sampling framework and their application; ability to analysis large datasets. Experience with both quantitative and qualitative data analysis methods and in producing clear and effective research outputs. Experience in developing analytical framework is a strong asset.
- ❖ **Software skills:** Proficiency in Excel; knowledge of statistical or data visualization tools (e.g., PowerBI, R, Python, STATA, InDesign) is an asset.
- ❖ **Training skills:** proven experience in conducting training and capacity building for teams and partners in assessment methods.
- ❖ **Communication/reporting skills:** excellent communication and drafting skills for effective reporting and external communication.

- ❖ **External engagement skills:** experience in delivering communication and strategic messaging to external audience at a global level in a clear and effective way.
- ❖ **Language skills:** Fluency in English, competencies in other main IMPACT working languages (French, Spanish, Arabic, Ukrainian) an asset.
- ❖ **Security environment:** ability to operate in a complex and challenging security environment (when deployed).
- ❖ **Cross-cultural work environment:** Ability to operate in a cross-cultural environment requiring flexibility.

COMPENSATION & 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.