

ASSESSMENT SPECIALIST (ANALYSIS UNIT)

COMMUNITY PRIORITIES ANALYSIS WORKSTREAM SPECIALIST

(Reference: 25|HQ|AS02)

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 and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

We are currently seeking an Assessment Specialist to support with the ongoing development of tools to support the acute needs analysis workstream at the global level.

Title: Assessment Specialist - HQ

Contract duration: 6 months

Location: Geneva

Starting Date: ASAP

POSITION PROFILE

The Community Priorities Specialist leads IMPACT's workstream on capturing and analyzing what affected people identify as their most urgent priorities and preferences. The workstream seeks to complement deprivation-based analysis by providing insight into self-reported needs, concerns, and preferences of affected communities.

The Specialist is responsible for developing the analytical framework and product for Community Priorities, supporting country teams with rollout and adaptation, and ensuring findings influence decision-making through relevant advocacy and outputs.

RESPONSIBILITIES

The Assessment Specialist is responsible for.

1. Analytical Frameworks and Guidance

- Lead the design and refinement of normative, conceptual, and analytical frameworks.
- Develop methodological protocols, scoring systems, and technical guidance.
- Ensure frameworks are user-friendly and aligned with sectoral best practices.

2. Country Support and Technical Backstopping

- Support country teams with the rollout of MVAPs, including indicator selection and thresholding.
- Facilitate onboarding, trainings, and technical helpdesk support.

3. Review and Quality Assurance

- Review country analytical outputs for quality and consistency.
- Coordinate with QA teams to ensure methodological rigour and alignment.

4. Global Synthesis and Product Development

- Develop cross-crisis and global synthesis products.
- Draft high-impact briefs and messaging materials.

5. Stakeholder Engagement and Advocacy

- Engage with UN, donors, and clusters to align and promote findings.
- Present findings in global technical fora.

6. Learning and Iteration

- Document lessons learned and refine guidance accordingly.
- Support institutional learning and evolution of the workstream.

REQUIREMENTS

REQUIRED QUALIFICATIONS

- Minimum 5 years of relevant experience in humanitarian analysis or response planning.
- Master's degree in a relevant field such as humanitarian affairs, development studies, or social sciences.

TECHNICAL SKILLS

- Strong analytical skills and experience designing analytical frameworks.
- Proficiency in Excel required; knowledge of R, STATA, or PowerBI an asset.
- Excellent writing and synthesis skills, especially for external audiences.

COMMUNICATION AND ORGANIZATIONAL SKILLS

- Experience engaging with humanitarian stakeholders, including donors and UN agencies.
- Ability to coordinate workflows under tight deadlines in multicultural settings.
- Fluency in English required; other languages an asset.

COMPETENCIES

Core Competencies

- Collaboration
- Learning
- Problem solving

Technical competencies

- Qualitative data design
- Quantitative data design
- Communicating data
- Interpretive analysis
- Accountability to affected populations

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.