

IMPACT DEPUTY COUNTRY REPRESENTATIVE UKRAINE

(Reference: 25/UKR/DCR01)

BACKGROUND ON IMPACT AND REACH

[IMPACT Initiatives](#) is a humanitarian NGO based in Geneva, Switzerland. The organisation manages several initiatives, including the [REACH](#) Initiative, [AGORA](#), and [PANDA](#). 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 organisations have a strong complementarity relationship formalised in a global partnership, enabling IMPACT to benefit from ACTED's operational support in its fields of intervention.

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT 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) needs 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 looking for a Deputy Country Representative to oversee humanitarian programming for the IMPACT Ukraine mission.

Position: Deputy Country Representative (Programmes)
Contract duration: 12 months
Location: Kyiv, Ukraine
Starting Date: ASAP

COUNTRY PROFILE

IMPACT has been active in Ukraine since 2015, working primarily in government controlled and non-government-controlled areas of Donetsk and Luhansk. Following the full-scale invasion in February 2022, IMPACT significantly scaled-up its activities, operating across the whole country to support and facilitate evidence-based planning and prioritisation in the humanitarian and stabilisation responses. IMPACT Ukraine's research portfolios are structured across four strategic objectives:

1. Providing timely and relevant data and analysis to inform decision-making in response to new and evolving information needs.
2. Ensuring systematic and independent tracking of humanitarian needs and vulnerabilities to inform effective prioritization, accountability to affected populations, and coordination.

3. Making information and analysis available to support sustainable and community-focused planning, policy, and programming in response to long-term challenges associated with the conflict.
4. Strengthening the capacity of civil society and authorities to use data to collaborate and respond sustainably to current and future needs.

IMPACT provides operational data and analysis to support delivery of life-saving humanitarian aid in areas close to the frontline and informs countrywide humanitarian prioritisation. In addition, we work closely with partners and coordinating bodies to support stabilisation, early recovery and community-planning initiatives that offer longer-term solutions to mitigate the effects of the war, such as protracted internal displacement.

Since 2022, IMPACT has worked to establish itself within the coordination bodies and mechanisms underpinning its research portfolios. The delivery of lifesaving humanitarian assistance to frontline areas will continue in Ukraine for as long as the war persists, and the need to ensure evidence-based and effective prioritisation continues to be essential. As humanitarian funding in Ukraine is expected to contract further in 2025 and onward, prioritisation and effective targeting of aid will become increasingly important. Doing so will require an evidence-based approach to decision-making ensuring the response in Ukraine remains needs-based and people-centred. Likewise, the need local leadership of the humanitarian response will be increasingly pursued and prioritised, ensuring that demand for IMPACT's efforts to inform and support this process, both via research and direct, tangible support to civil society continues to grow. This work is primarily delivered through a number of units/teams consisting of approximately 44 programmatic staff (+24 support staff), with a projected activity budget of approximately 3,5 million USD in 2026.

FUNCTIONS

IMPACT is looking for a Deputy Country Representative (DCR) to oversee the programme management across the strategic objectives of the mission. The role will involve oversight of research cycles (RCs), external representation, strategy development, human resource management, and project and grants development. The DCR functions as a Deputy to the Country Representative and is thus a leading member the Senior Management Team (SMT) which also includes Research Managers, Team Leads (RM/TLs) and Technical Specialists. The position will be based in Kyiv, with regular travel across the country anticipated.

The ideal candidate for this position will have experience working with the humanitarian coordination architecture as well as experience working with programmatic and operational actors, and the ability to differentiate between the objectives, priorities, and roles of a diverse range of stakeholders within this ecosystem. The role has a heavy external focus, and the ideal candidate will be confident representing IMPACT in high-level meetings and forums, as well as directly to donors and Government of Ukraine (GoU) representatives. As the context in Ukraine shifts, the DCR will be charged with ensuring that activities continue to be contextually relevant and are meeting the identified information gaps within the response, whilst the DCR themselves must be well-rooted into the various coordination fora (formal and informal) that guide decision-making within this space in Ukraine. This DCR will serve as the co-chair for the Ukraine Assessment and Analysis Working Group (AAWG) under the Data Management Group (DMG) and represent the AAWG at the Inter-Cluster Coordination Group (ICCG).

Although primarily dedicated to overseeing programmes informing the humanitarian response, the DCR is also expected to hold close working relations with other stakeholders in the stabilisation, early recovery and

community-planning spheres, as well as with the research managers and team leads implementing such activities to proactively identify linkages between different workstreams. The DCR will in addition be expected to work closely with various cross-cutting teams, to ensure quality research and impactful dissemination, including the Data/GIS team, Translation Team, and the Project Development (PD) Team. The DCR is also expected to maintain close communication with the large IMPACT dedicated Operations Team (OT), via active membership of the SMT + Operations forum. The DCR will support the CR in operational management of the mission, providing regular inputs and guidance as required to deliver on programme-identified operational priorities.

RESPONSIBILITIES

The responsibilities of the DCR are wide-ranging and diverse, and require someone who is flexible, adaptable, and able to think on their feet. These responsibilities include:

OVERSIGHT OF RESEARCH CYCLES AND TEAM MANAGEMENT

1. Provide line-management to RMs and TLs of each unit / team under their responsibility. This includes effective delegation of day-to-day tasks and ensuring all team members are fully aware of their job description, duties and responsibilities;
2. Ensure that RM/TLs are provided with the training and support required to independently manage their unit's Research Cycles (RCs) without intervention from the DCR. Conduct regular check-ins to plan and identify any challenges or bottlenecks and empower RMs to take personal responsibility for RCs. As part of this, proactively identify areas where they lack the capacity to work independently, and provide mentorship and guidance to resolve these issues;
3. Line manage the Technical Specialists (Data & GIS), providing input on technical and functional directions of the mission's cross-cutting technical team (CCTT) and ensuring that priorities and workflows align with the needs of the mission as well as IMPACT global guidelines.

EXTERNAL REPRESENTATION, ADVOCACY, AND PARTNERSHIP DEVELOPMENT

1. Via close coordination with the CR, ensure that IMPACT Ukraine maintains its very strong position as a key information actor, through proactive and regular relationship building and engagement with key external actors, including donors, UN agencies, NGOs, GoU, and other IM actors;
2. Represent IMPACT externally and present findings at relevant platforms/meetings; This includes co-chairing the AAWG, observing the ICCG and sharing relevant discussions with the SMT.
3. Work closely with the CR and RMs to ensure strong dissemination strategies, and mutually agree on key messages and outputs in the humanitarian space;
4. Manage and/or oversee external partnerships and contractual relationships in support of the delivery of IMPACT's work at the field-level in Ukraine;
5. Support RM/TLs to situate their work, and the work of their teams, within wider conversations/trends in the response and globally, and encourage a critical approach to ongoing RCs to ensure work is always contextually relevant and impactful.

STRATEGY DEVELOPMENT AND IMPLEMENTATION

1. Closely follow the social, economic, and political situation in Ukraine, and track and identify changes in the humanitarian response coordination architecture;

2. As part of the Coordination Team (CT) and SMT, support the development and implementation of mission and unit/team strategies through regular meetings with external actors, context monitoring, and engagement with focal points;
3. Build strong networks with external partners, including with new categories of actors, such as national NGOs, government bodies, line ministries, and/or community actors;

CAREER DEVELOPMENT AND STAFF WELFARE

1. Encourage RM/TLs to think carefully about their team structures, including current and upcoming capacity or skills gaps, and work with HR to implement solutions to minimise gaps in the team;
2. For senior positions, draft and/or review ToRs and support the CR in conducting interviews;
3. Ensure that RM/TLs have an appropriate focus on their staffs' career development, including via reviewing and providing feedback on appraisals and inputting into staff career development plans;
4. Together with the CT/SMT, work to maintain the strong IMPACT Ukraine team spirit, and support RM/TLs to develop healthy teams where staff welfare is a top priority, in the often-difficult and changing context of Ukraine.

GRANTS DEVELOPMENT, MANAGEMENT, AND OVERSIGHT

1. In coordination with the SMT and the IMPACT dedicated PD team, oversee the development of proposals within the humanitarian space, including identifying funding opportunities, drafting proposals, and conducting discussions with donors/partners;
2. Maintain IMPACT Ukraine's strong relationships with existing donors through meetings to brief on project progress, key developments in the Ukraine context, and findings from assessments;
3. Support the PD team in tracking donor requirements and deadlines, via delegation and follow-up of tasks to RM/TLs, reviewing inputs, and drafting reports as needed;
4. Lead on building systems to externalise institutional knowledge, to ensure lessons-learned are not lost with staff turnover.

FINANCIAL OVERSIGHT

1. Support the IMPACT dedicated Senior Finance Officer (SFO) in ensuring financial accountability, via follow-up of finance tasks assigned to RM/TLs;
2. With other members of the CT, take direct responsibility for reviewing data collection and other programme lines forecasting submitted by the RM/TLs, and tracking expenditure;
3. Support the CR by reviewing international and national staff Allocation Tables (ATs);
4. Review RM/TL inputs into proposal budgets;
5. Support the CT and OT to review and improve existing finance processes, particularly as they pertain RM/TL ownership.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The IMPACT DCR is responsible for ensuring that all interactions with Ukrainian communities are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT's programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

DATA CONFIDENTIALITY AND DATA PROTECTION

The IMPACT DCR will maintain the strictest confidentiality on all data collected and related processes. They will actively take measures to prevent the unauthorised sharing of any information belonging to IMPACT and its partners, or collected during their assignment with IMPACT.

REQUIREMENTS

- ❖ **Academic** Excellent academic qualifications, including a Master's degree in a relevant discipline (International Relations, Political Science, Social Research, Economics, Development Studies, etc.);
- ❖ **Work experience** 5 years of relevant work experience, including at least 2 years in a programme management role;
- ❖ **Management experience** Excellent team management, coordination, organisational and planning skills required, including ability to manage large workloads, oversee multiple teams and effectively meet deadlines, through an excellent ability to multi-task and prioritise;
- ❖ **Aid system** Familiarity with the humanitarian and development systems, and the research community;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting, including proven experience contributing to high level presentations/briefings;
- ❖ **Research skills** Excellent research and analytical skills;
- ❖ **External engagement** Experience with external engagement (donors, partners and other key stakeholders) required;
- ❖ **Financial management** Experience managing multiple budgets an asset;
- ❖ **Work environment** Solution-oriented, flexible, and open-minded, including ability to operate in a cross-cultural environment required;
- ❖ **Geographical experience** Knowledge of the Ukraine context an asset, but not required;
- ❖ **Language skills** Fluency in English required, competency in Ukrainian or Russian an asset but not required;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment.

COMPENSATION & BENEFITS

- ❖ For this position, salary between 4'400 CHF to 4'560 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 transportation of luggage: 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.