

SENIOR ASSESSMENT OFFICER (ANALYSIS UNIT)

ACUTE NEEDS ANALYSIS WORKSTREAM SAO

(Reference: 26|HQ|SAO01)

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 a Senior Assessment Officer to support with the ongoing development of tools to support the acute needs analysis workstream at the global level.

Title: Acute Needs Analysis, Senior Assessment Officer - HQ

Contract duration: 12 months

Location: Geneva

Starting Date: ASAP

POSITION PROFILE

The Senior Assessment Officer (SAO) – will support the Specialist leading the workstream in developing, implementing, and rolling out the second iteration of the acute needs analysis. This product is designed to provide concise, actionable analysis of acute humanitarian needs across geographies and population groups within crisis settings.

The SAO will support in analytical design, country implementation, review processes, and synthesis of global findings. The position requires strong analytical capabilities, comfort with complex data environments, and familiarity with needs analysis frameworks.

RESPONSIBILITIES

The Assessment Specialist is responsible for.

1. Support to Analytical Frameworks Development

- Contribute to the design, refinement, and documentation of normative and analytical frameworks for the Acute Needs Analysis.
- Provide technical input on indicator selection, analysis protocols, and certainty scoring approaches.
- Support the development of templates, tools, and externally-facing documentation.

2. Country-Level Technical Support and Technical Backstopping

- Provide remote and in-person support to country teams implementing the Acute Needs Analysis.
- Assist in contextualizing global guidance to specific operational environments.
- Develop light tools and solutions (e.g., scoring tools, visual templates) to support country analysis workflows.

3. Output Review and Quality Assurance

- Review analysis and narrative outputs for methodological rigour, clarity, and alignment with guidance.
- Support internal feedback cycles in coordination with the Research Quality Assurance team.
- Ensure outputs are ready for dissemination and use in inter-agency processes.

4. Global Synthesis and Product Development

- Contribute to cross-crisis analysis and the development of synthesis briefs and global products.
- Help identify emerging trends across countries and highlight findings for global decision-making.

5. Learning and Iteration

- Support the organization of trainings, onboarding sessions, and peer learning exchanges for country-based analysts.
- Document and share lessons learned from country implementation to inform iterative improvements.

Context Monitoring and Engagement

- Monitor relevant crises to inform acute needs analysis and anticipate emerging analytical needs.
- Support the Specialist in stakeholder engagement, including technical presentations and consultations with external partners.

REQUIREMENTS

Qualifications

- Minimum 3–5 years of experience in humanitarian assessment, analysis, M&E, or related fields.
- Master's degree or equivalent in humanitarian affairs, international development, social sciences, econometrics, data science or a relevant discipline.

Technical skills

- Strong analytical skills, including experience with needs assessments and structured analysis.
- Experience conducting econometric studies is an asset
- Familiarity with qualitative analysis and mixed methods is an asset

- Proficiency in Excel essential; familiarity with PowerBI, STATA, R, or other analytical tools is an asset.
- Familiarity with inter-agency needs analysis processes, including the IPC and/or JIAF frameworks.

Communication and organizational skills

- Strong writing and presentation skills, including experience producing clear briefs and engaging external stakeholders.
- Capacity to manage complex workflows and meet tight deadlines in multicultural environments.
- Fluency in English required; additional languages (e.g., French, Arabic) are an asset.

COMPETENCIES

Core Competencies

- Collaboration
- Learning
- Problem solving

Technical competencies

- Qualitative data design and analysis
- Quantitative data design and analysis
- Communicating data
- Interpretive analysis

COMPENSATION & 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