

SENIOR ASSESSMENT OFFICER – INTERSECTORAL UNIT

(Reference: 26|VEN|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, 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 a Senior Assessment Officer to support our team in Venezuela

Position: Senior Assessment Officer

Contract duration: 6 months

Starting Date: 1 September 2026

Location: Caracas, Venezuela

COUNTRY PROFILE

IMPACT, through REACH, has been implementing programming in Venezuela since 2019 supporting humanitarian decision-making with assessments and information management activities. The team's research supports and facilitates emergency response efforts immediately following conflict or natural disaster as well as more long-term oriented humanitarian planning, prioritization, resilience and recovery activities.

POSITION PROFILE

Under the line management of the IMPACT Intersectoral Unit Research Manager in Venezuela, the Senior Assessment Officer will support the implementation of IMPACT's intersectoral research portfolio in Venezuela, including the research design, data collection, analysis, drafting, dissemination, and evaluation stages. Assessments include the Multi Sectoral Needs Assessment, the Humanitarian Situation Monitoring and the Joint Market Monitoring Initiative.

This position requires strong research skills, an analytical mind, creativity, and independence. Candidates should have strong writing and presentation skills in Spanish and be able to clearly think through and articulate implications of research findings. The position will regularly require looking at data, pulling out relevant findings, writing engaging briefs and factsheets, and presenting findings to external audiences with varying amounts of data literacy.

Additionally, the Senior Assessment Officer will contribute to the capacity-building within the team, supporting colleagues in strengthening their research design skills, analytical thinking and presentation and writing skills, including through mentoring, feedback, and trainings.

RESPONSIBILITIES

The Senior Assessment Officer's responsibilities include:

RESEARCH CYCLE MANAGEMENT

- Ensuring the assessment, analysis, and support material development are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global IMPACT guidelines.
- Managing the relevant assessment cycle stages, including oversight of research design, data collection, or analysis.
- Translating complex data into clear, meaningful, and actionable insights for diverse humanitarian audiences.

CONTEXTUAL UNDERSTANDING

- Keeping up to date with the shifting Venezuelan context.

RESEARCH AND TECHNICAL SKILLS

- Overseeing development and implementation of analytical workstreams, including use of existing REACH data in thematic briefs, reports, presentations, etc.
- Leading the research cycle including research design, tool development, and data collection.
- Development of additional support materials to ensure operational efficiencies and output effectiveness, including necessary guidance notes, and training materials.
- Analysis of the collected data and drafting of relevant outputs
- Experience in attending and/or facilitating joint analysis workshops would be an advantage

STAFF MANAGEMENT AND CAPACITY-BUILDING

- Directly supervising assessment staff within their workstream.
- Supporting team members in strengthening analytical thinking and writing skills, including through mentoring, feedback, and trainings.

COORDINATION

1. Internal Coordination
 - Interacting autonomously with HQ departments and may serve as mission focal point for particular themes or technical areas;
 - Coordinating with research units and teams to move forward or improve aspects of the research cycle;
 - Supporting management with designing, planning, and implementing strategies, and objectives.
2. External Coordination
 - Leading on external engagement related to analytical research findings as necessary.

The Senior Assessment Officer 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** 3 years of relevant working experience in a humanitarian setting, such as assessments, monitoring and evaluation, research design and analysis, etc.;
- ❖ **Research skills** Excellent quantitative and qualitative research 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;
- ❖ **Thematic experience** Prior experience with inter-sectoral assessments is an asset;
- ❖ **Communication/reporting skills** Excellent verbal and written communication and drafting skills for effective reporting required;
- ❖ **Academic qualifications** Excellent academic qualifications, including a master's degree or equivalent in a relevant discipline (e.g. international studies, development, humanitarian response, data science, political science, etc.);
- ❖ **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 Spanish is required, competency in English is an asset.

COMPENSATION & BENEFITS

- ❖ For this position, salary between 2'820 CHF and 2'880 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 and food provided in the guesthouse.
- ❖ 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).
- ❖ R&R after 3 months (flight ticket up to 500\$ + 200\$ of living allowance)
- ❖ 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 Initiatives's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including 4-days 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.