

(SENIOR) RESEARCH OFFICER

BACKGROUND ON IMPACT AND REACH

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.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organization manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS.

We are currently looking for a (Senior) Research Officer to support our team in Nigeria.

Department: REACH
Position: (Senior) Research Officer
Contract duration: 6 months
Location: **Dakar**, Senegal, with possible travel to Abuja, Nigeria
Starting Date: October 2026

COUNTRY PROFILE

Nigeria is among the world's most critical hunger hotspots, where protracted conflict, displacement, economic pressures, and climate shocks are driving rapidly worsening humanitarian needs. In the Northeast, more than 8.8 million people require urgent assistance, including 4.9 million children, sustained displacement, protection risks, severe funding shortfalls, a growing nutrition emergency, and a cholera outbreak. Food insecurity is expected to reach record levels, with an estimated 34.7 million people nationwide projected to face Crisis-level food insecurity or worse by August 2026. Meanwhile, the Northwest faces a different but equally severe crisis driven by chronic poverty, banditry, communal violence, and recurrent flooding, which have displaced hundreds of thousands of people (800,000 IOM DTM R18), damaged livelihoods and farmland, and contributed to sharp declines in agricultural production. Together, these overlapping shocks are undermining resilience, increasing humanitarian needs, and threatening both current food security and future harvests.

FUNCTIONS

Under the line management of the Research Manager, the (Senior) Research Officer is responsible for the management and implementation of IMPACT's research cycles in country, including the preparation, data

collection, analysis, drafting, dissemination, and evaluation stages. Throughout research cycles, the (Senior) Research Officer engages with partners to promote their participation and maximize their impact. He/she also ensures an efficient and transparent use of resources required for project implementation. This can include the direct supervision of assessment teams.

In his/her mission, the (Senior) Research Officer will be hosted by IMPACT or its partner in Nigeria- FACT foundation and will fall under the direct responsibility and management of the IMPACT Country Representative and FACT Executive Director and his/her delegates for all Administrative, Security, and relevant Logistics and Finance issues. S/he will therefore fully abide by IMPACT/FACT Foundation's Security, Administration, and relevant HR, Logistics, and Finance rules and regulations.

In her/his mission, the (Senior) Research Officer will support the implementation of thematic assessments related to but not limited to Cash Based Programming and varied Multi-Sector Needs Assessment outputs. This research will seek to provide timely thematic and multi/-sectoral research outputs on differentiated humanitarian needs and response/program functionality and efficacy. It aims primarily to inform emergency humanitarian planning at the strategic, programmatic, and operational levels, particularly where other data sources are limited or unavailable. This project will require frequent external engagement with programmatic partners and key stakeholders within the humanitarian response in Nigeria, and internal coordination with all units operating within the Nigeria team.

RESPONSIBILITIES

The (Senior) Research Officer is responsible for overseeing the planning, implementation and follow up of research cycles to which s/he is assigned, in close coordination with other team members and with relevant external partners. In doing so, the (Senior) Research Officer will ensure an effective management of related projects and resources, including (when relevant) line-management national and international assessment staff.

More specifically the (Senior) Research Officer is responsible for the following:

RESEARCH PLANNING:

Research Planning

- Anticipate knowledge gaps prior to the execution of a Research Cycle;
- Ensure that required secondary data review and/or analysis has been conducted in preparation of an assessment, with a particular focus on gender, protection, and accountability to affected populations (AAP);
- Design research approaches and methodologies according to IMPACT's requirements and principles as well as partners' information needs, ensuring gender sensitivity and inclusivity.
- Compose and construct, in close coordination with GIS and data teams, qualitative and quantitative data collection tools that integrate gender-disaggregated and participatory approaches.
- For each research cycle, prepare ToRs and ensure their validation by HQ before any data collection begins.
- Ensure relevant stakeholders and partners (especially gender and protection actors) are engaged in research design and planning.

RESEARCH IMPLEMENTATION

- In close liaison with field officer(s), ensure that required enumerators are identified and trained for primary data collection;

In close liaison with field officer (s), Monitor data collection, ensuring its correct implementation in line with agreed TORs;

In close liaison with field officer (s), Manage assessment logistics, including with partner organizations, identifying assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops;

- In close liaison with field officer (s), Ensure regular situation updates on data collection are produced and circulated to line manager, relevant colleagues and external counterparts. Provide support and follow up on identified challenges during the data collection process;
- Ensure that the line manager and IMPACT HQ research department are alerted to any issues that prevents full implementation of the methodology agreed in the approved TORs. Ensure that all changes to the methodology are documented throughout implementation, and that any change is formally validated by IMPACT HQ;
- Keep track of progress and delays of all assigned assessments throughout the research cycle. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;

In close liaison with field officer (s), Ensure logistics, financial, administration, security and HR processes directly related to ongoing and upcoming assessments are appropriately planned, implemented and coordinated with the relevant ACTED departments;

Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines and with the ToRs;

In close liaison with field officer (s), Ensure that data is revised and cleaned, and that all revisions are recorded;

- In close liaison with data colleagues provide data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyze the data collected;
Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage;
Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

DRAFTING OF RESEARCH PRODUCTS

- Ensure the drafting of timely and accurate outputs that consolidate the analyses from each research cycle into relevant products such as factsheets, reports, briefs, presentations, etc which comply with IMPACT's guidelines and quality standards;
- Ensure that products accurately reflect the information collected and that information is conveyed in a way that maximizes their impact in line with their intended use;
- Liaise with relevant GIS colleagues to ensure effective spatial representation of research findings in maps or interactive web-portals, as relevant;
Follow the designated timeline of reports to be submitted to project partners and donors. Ensure that delays or identified challenges for specific assessments are reported in writing and orally in a timely manner;
- Maintain regular communication with country Management and IMPACT HQ on progress and deadlines for written products;
Ensure that all written products are validated by IMPACT HQ before external release.

EXTERNAL ENGAGEMENT

- Ensure that relevant partners (including gender, GBV, and AAP working groups) are consulted and involved at all stages of the research cycle; After validation by the line manager, represent IMPACT in relevant meetings/ working groups;
- Follow up on issues identified by partners or during meetings / working groups;

- Promote an active use of datasets and research findings by partners and the broader humanitarian community for their decision making;
- After validation by line manager, present research findings to relevant third parties in order to enhance their use and impact;
Ensure that all partner engagement and all external relations are clearly documented and communicated with the line manager and relevant colleagues;
- More generally, contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

KNOWLEDGE SHARING AND LEARNING PROCESSES

- In coordination with country management, support the conduct of monitoring and evaluation for each Research Cycle, as specified in the research ToRs and in line with IMPACT Guidelines;
- Generate and document robust lessons learned at the end of each Research Cycle;
Ensure knowledge and learning processes are shared with other Units and teams within mission, and with HQ;
- When required, provide feedback to appropriate global organizational knowledge learning tools.

PROJECT CYCLE MANAGEMENT

For relevant projects, ensure compliance to project cycle management requirements and guidelines at all phases;

- Before project start, ensure the organization of a kick off meeting and the availability of key project management documentations to plan the efficient use of assets, financial and human resources;
- In close coordination with line management, finance and grants colleagues, monitor and regularly update the use of assets, financial and human resources, in full compliance with IMPACT's guidelines; this includes maintaining an oversight of budget availability and expenditure for assessment activities; Ensure that project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ;
- Ensure that a project completion meeting is held and documented for all relevant projects;
- Support the line manager, finance and grants colleagues in drafting of relevant project narrative and financial reports;
Other tasks as requested by supervisors.

TEAM MANAGEMENT AND CAPACITY BUILDING

- As relevant, line management of national and international assessment team members;
- For staff under his/her responsibility, and in close consultation with line manager, conduct of appraisals, provision of regular feedback, and participation in career management;
Prepare and follow up work plans with each staff member that directly reports to him/her;
- Conduct regular meetings with relevant national and international assessment staff members to assess progress in relevant research cycles and to review work plan;
- For all activities, ensure that all assessment and field teams are comprehensively briefed on objectives, expected outputs and that the overall implementation strategy is clearly understood;
- Ensure that project/field staff are given required training and resources to achieve their tasks in line with IMPACT and project requirements;

- Be available to provide regular support and technical backstopping; regularly debrief team members to receive feedback on the progress of an activity;
- In coordination with line manager, contribute to conduct induction for new staff members, including training in basic technical competencies for research design, implementation and analysis;
- Support to the line managers and specialists in the development and implementation of capacity training plans for team members.

INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues;
- Engage in the development and implementation of IMPACT's strategy in (country).

DATA CONFIDENTIALITY AND PROTECTION

The (Senior) Research Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. He/she 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

- ❖ **Academic:** Excellent academic qualifications, preferably including a Master's degree in Economics, related social sciences, humanitarian studies, protection, development, or another relevant discipline;
- ❖ **Research skills:** Proven experience with complex research methods, with demonstrated expertise in cash based programming, accountability to affected populations (AAP) research and/or MSNA reporting. Excellent analytical skills and capacity to contextualize and interpret data. Experience with both quantitative and qualitative research methods is required, including knowledge of sampling techniques, mixed methods approaches and data analysis;
- ❖ **Software skills:** Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint. Advanced skills in R, SPSS, and/or STATA or other statistical analysis software are an advantage; familiarity with qualitative analysis software (NVivo, Atlas.ti) is an asset;
- ❖ **Work experience:** Between 1 and 2 years for Research Officer, and at least 3 years for Senior Research Officer, of relevant working experience. Experience in humanitarian settings, particularly with cash programming or AAP-related projects, highly desirable;
- ❖ **Management skills:** Proven team management experience and skills; ability to build assessment capacity of team through training and mentoring;
- ❖ **Communication/reporting skills:** Excellent written and verbal communication. The (Senior) Research Officer will be responsible for engaging a wide range of stakeholders during the research design, analysis, and reporting stages. Excellent writing skills for effective reporting;
- ❖ **Other:** Ability to multitask under tight deadlines; proven ability to work independently; strong cross-cultural communication skills; previous experience in Nigeria or the sahel/West and Central Africa region is desirable; fluency in English required; ability to operate in complex and challenging security environments.

COMPENSATION & BENEFITS

- ❖ For this position, salary between 2'100 CHF and 2'520 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).
- ❖ 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' HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 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.