ASSOCIATE RESEARCH MANAGER

(Reference: 25|SYR|ARM02)

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 an Associate Research Manager to lead our Early Recovery, Markets, and Durable Solutions work in Syria.

Department: IMPACT Syria mission

Position: **Associate Research Manager**

Contract duration: 6 months

Starting Date: 1 December 2026

Location: Damascus, Syria

COUNTRY PROFILE

After more than a decade of conflict, economic collapse, and large-scale displacement, a regime change in December 2024 marked a new phase in Syria's history. Conditions remain volatile, marked by regular armed clashes, prolonged socioeconomic and infrastructure challenges, and limited access to basic services such as healthcare, education, water, and electricity. While it is widely acknowledged that Syria needs large investments in development in order to recover from years of destruction and economic degradation, the humanitarian response also continues at scale due to high levels of need after fifteen years of conflict, exacerbated by the economic situation and poor basic services infrastructure.

Active in Syria since 2013, the IMPACT Syria mission has been producing key information products over the last decade to provide an evidence base for an informed humanitarian response. Activities have ranged from monthly humanitarian situation overviews and market monitoring, to displacement tracking, to supporting joint planning processes through the provision of multi-sectoral needs data, to providing evidence for durable solutions via area-based assessments.

POSITION PROFILE

The Associate Research Manager will be responsible for leading research workstreams around Area-Based Assessments in support of Durable Solutions, market monitoring in support of economic analysis and recovery, and other related thematic assessments and analyses. Under the supervision of the Senior Research Manager (SRM), the ARM will lead on the development and timely implementation of the team's strategy and research cycles.

This position requires a profile that can be both analytical and managerial, as the Associate Research Manager's job can range from coordinating with external partners (whether data actor, sector stakeholder, or donor) to analytical oversight of research products, as well as support on data collection logistics, reporting, and financial planning.

RESPONSIBILITIES

The Associate Research Manager's responsibilities will include:

STAFF MANAGEMENT

- Under the guidance of the SRM, direct management of two team members, including recruitment, capacity building and staff career management, with potential for growing the team as funding allows.
- In coordination with the SRM, development and implementation of capacity training plans for team members.
- Day-to-day management of team members, including the development of work plans and performance indicators.

PROJECT/RESEARCH CYCLE MANAGEMENT

- Ensure all assessments and analysis are planned and implemented in a structured and coherent manner, in line with relevant project and strategic objectives, and with global REACH guidelines;
- Oversee all of the team's research cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies.
- Ensure the writing and production of timely, accurate and analytically rigorous outputs;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement and ensure timely completion of the project.
- Actively advocate for the improving of analysis within REACH products, and using common methodologies, tools and analysis frameworks across workstreams where relevant.

GRANTS MANAGEMENT

- Under the guidance of the SRM, manage grant components, including conceptualisation of new projects, drafting proposals, regular reporting, and M&E. Lead in identifying funding opportunities and strategic positioning for the team.
- Support the SRM / Country Representative in the financial management of all grants covering the team's projects, including oversight of budget and expenditure with regards to data collection.
- Ensure that contractual obligations are met at a high-quality standard in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the SRM and Country Representative and where relevant, represent REACH with donors, partners, and the wider response community in Syria, particularly with the Solutions

Working Group, Data for Solutions Working Group, and Cash Working Group.

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Work with key sectors and partner organizations and working groups to understand the various relevant information gaps within Syria and identify how REACH can fill these gaps.
- Contribute to the development and implementation of the REACH Research Unit's strategy, ensuring workstream research strategies are integrated within the wider strategy.
- In coordination with the SRM, develop and implement dissemination strategies to strengthen the impact of the team's research cycles.
- Engagement with HQ on research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The Associate Research Manager 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** At least 3 years of relevant and progressive working experience in a humanitarian setting, such as program management, evaluation and assessments.
- **Research skills** Excellent quantitative and qualitative research design, data collection, and data analysis experience required. Solid understanding of IMPACT Research Quality Assurance standards also required.
- **Understanding of aid system** Good understanding of the response system and key actors, as well as of the research community. Prior experience with humanitarian coordination forums preferred.
- **Management experience** Demonstrated progressive staff management skills, including remote management and inspirational leadership.
- **Thematic experience** Prior experience with displacement, durable solutions, area-based and movement-related research highly desirable.
- **Experience in geographical region** Past experience in the region is desirable but not decisive.
- **Communication/reporting skills** Excellent communication and drafting skills for effective reporting and external engagement with donors and other high-level stakeholders.
- **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility and work independently;
- **Academic qualifications** Excellent academic qualifications, including a master's degree in a relevant discipline.
- **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.

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- **Language skills** Fluency in English required, competency in Arabic is an asset.

COMPENSATION & BENEFITS

- For this position, salary between 3'180 CHF and 3'240 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 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's 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.

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