RESEARCH MANAGER

(Reference: 26|VEN|RM02)

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 Research Manager to lead our Intersectoral Unit in Venezuela.

Department: Intersectoral Unit

Position: **Research Manager**

Contract duration: 6 months

Starting Date: 15/12/2026

Location: Caracas

COUNTRY PROFILE

Venezuela continues to face a complex and protracted humanitarian crisis, driven by years of political, economic and institutional instability, which have significantly affected living conditions, access to basic services and the protection of the population. Despite some improvements in economic activity and the continued adaptation of communities, humanitarian needs remain substantial, and vulnerable groups, including children, women, older people, indigenous communities and people with disabilities, face heightened risks, while migration and displacement continue to shape the regional humanitarian landscape.

As of 2026, these challenges have been compounded by a fragile and uncertain political and operational environment, significant constraints on humanitarian funding and access, and the impact of the June 2026 earthquakes, which further increased needs in affected areas.

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

The Research Manager will be responsible for overseeing the development and strategy of the Intersectoral Unit, under the supervision of the IMPACT Country Representative, and IMPACT HQ in Geneva. The candidate should be comfortable representing IMPACT with donors and be able to coordinate and liaise with a range of senior external partners. This position requires a profile that can be both analytical and managerial, as the Research Manager's job can range from coordinating with external partners (whether data actor, humanitarian cluster, or donor) to analytical oversight of research products to logistics.

RESPONSIBILITIES

The Research Manager's responsibilities will include:

STAFF MANAGEMENT

- Direct management of senior national team members, including recruitment and staff career management. The Intersectoral unit currently consists of 4-6 contracted staff;
- 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 research cycles, including reviewing ToRs, methodology notes, tools, products and dissemination strategies.
- Ensure the writing and production of timely, accurate and analytically rigorous reports, assessments, and factsheets;
- Ensure relevant stakeholders and partners are engaged in assessment design and planning;
- Monitor output achievement, project expenditure and ensure timely completion of the project.
- Actively advocate for the improvement of analysis within REACH products, and using common methodologies, tools and analysis frameworks across units where relevant

GRANTS MANAGEMENT

- Under the guidance of the Country Coordinator, manage grants in the Intersectoral Unit including initial discussions with donors, conceptualization of new projects, drafting proposals, regular reporting, and M&E;
- Under the guidance of the Country Coordinator, oversee the financial management of all grants covering Intersectoral Unit projects, including oversight of budget and expenditure;
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

- In coordination with the Country Coordinator, represent REACH with donors, partners, and the wider development community in Venezuela.

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the Country Coordinator, develop the Intersectoral Unit strategy, engagement

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and involvement with various technical and coordination forums;
- Work with key clusters and partner organizations and working groups to understand the various relevant information gaps within Venezuela and identify how the Intersectoral Unit can fill these gaps;
- Contribute to the development and implementation of the REACH Venezuela country strategy;
- Develop and implement dissemination strategies to strengthen the impact of the programmes;
- Engagement with HQ on research and/or coordination and provide support to relevant IMPACT Global Community of Practices (CoPs).

The 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 4 years of relevant 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;
- **Familiarity with aid system** Good understanding of the aid system and the research community. Prior experience with humanitarian coordination forums preferred;
- **Management experience** Demonstrated team management skills, including remote management;
- **Thematic experience** Prior experience with public health thematics is highly desirable.
- **Experience in geographical region** Past experience in the region/supporting is desirable;
- **Communication/reporting skills** Excellent communication and drafting skills for effective reporting and reviewing;
- **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.
- **Language skills** Fluency in Spanish and English required.

COMPENSATION & BENEFITS

- For this position, salary between 3'420 CHF and 3'480 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 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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