

Job Description

GLOBAL EMERGENCIES UNIT –

REAL TIME MONITORING SENIOR ASSESSMENT OFFICER IN GENEVA, SWITZERLAND

(Reference: 23|HQ|SAOGEU02)

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 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.

We are currently looking for a Senior Assessment Officer to join our Global Emergencies Unit in Geneva, Switzerland.

- **Position:** Real Time Monitoring Senior Assessment Officer (SAO)
- **Department:** Global Programmes
- **Supervisor:** Global Emergencies Manager
- **Start date:** ASAP
- **Duration:** Open-ended
- **Location:** Geneva, Switzerland (up to 25% field deployment)

Overview

The Global Emergencies Unit (GEU) seeks to establish systems to track, monitor, and advocate around the worst-off humanitarian crises, in order to inform emergency prioritisation at the global and national level. The newly established GEU will lead the strategic development and implementation of REACH emergency programmes, including Humanitarian Situation Monitoring (HSM), responding to sudden onset disasters, monitoring risk of excess mortality, as well as launching new global programmes, such as the global alert system. The unit plays a critical voice within the organisation, and externally among humanitarian stakeholders, to raise alarm in case of anticipated or occurring catastrophic outcomes in both protracted and sudden onset emergencies. Under the direct supervision of the Global Emergencies Manager, the RTM SAO will support the development of our global programmatic strategy for Real Time Monitoring, lead the

implementation of our new and redesigned HSM workstream, act as the main focal point for country teams within the GEU, and

Functions and responsibilities

Under the supervision of the Global Emergencies Manager (GEM) based in Geneva HQ, the REACH RTM SAO will be responsible for the following functions in support of the GEU:

Strategy development

Development of programmatic strategy

- With the oversight of the Global Emergencies Manager (GEM), the SAO will be accountable for the successful design and delivery of the Real Time Monitoring (RTM) strategy

Review of country strategy

- In conjunction with the GEM, support IMPACT's country missions with the development and implementation of emergency programmes strategies at country level, with specific focus on revamping and implementing HSM

Developing impactful programmes

Producing global programmatic guidelines

- Support the production and dissemination of global programmatic guidelines:
 - Support the development of HSM tools and guidelines to produce new or improve existing emergency programmes (covering both research and non-research functions)
 - In close coordination with the GEU R&D lead, identify internal and external best practices for emergency programmes

Disseminate and train on guidance for key programmes

- Oversee dissemination and training on validated toolkits and guidance for key programmes, using methods including intranet, webinars, and the Community of Practice (CoP)
- Conduct regular visits to country missions to track progress against strategic emergencies objectives, deliver trainings, and provide support, as relevant

Support implementation of key programmes

Support in the application of programmatic guidelines

- Conduct regular engagement with country teams to support the rollout and revamp of HSM, in line with best practice guidelines
- In conjunction with the R&D lead, provide technical support and guidance to country teams
- Support the piloting, testing, and iterative improvement of best practice guidelines, based on feedback from country teams and practical implementation in the field
- Support programmatic review of relevant products, with specific focus on Humanitarian Situation Monitoring
- Facilitate the global emergencies Community of Practice and coordination of related activities
- Provide ad hoc support, including surge, in the event of major emergencies, including in country missions or sudden onset responses (up to 25%)

Knowledge management: Track implementation and risk of key programmes globally

- With the oversight of the GEM, flag risk related to emergency programmes to be inputted into the global programmes risk monitoring processes

Developing key global programmatic partnerships

Development of global partnerships

- In conjunction with the GEM, identify & conduct external engagement with key stakeholders working in the RTM sphere and support the development of global partnerships
- Represent IMPACT in key external fora, when relevant

Implementing global programmes

- With the oversight of the GEM, oversee the development of internal systems to monitor emergency crises globally, and raise alerts internally through the established processes for an integrated approach to emergencies

Team Management

- Manage the Real Time Monitoring (Junior) Assessment Officer, including career management, growth, and regular performance appraisals
 - Ensure timely submission of admin-related documents (attendance sheets, leave requests, travel requests, etc.).
- Contribute to project management tasks including:
 - Support to drafting concept notes and project proposals relating to HSM
 - Donor reporting and updates, activity budgeting, and other similar tasks
- Upon the request of the Global Emergencies Manager, support any other ad hoc tasks as necessary

REQUIREMENTS

- At least 3 years of relevant working experience in humanitarian settings, with experience in acute emergencies
- Excellent academic qualifications, including a Master's degree in relevant discipline
- Excellent research design and analytical skills
- Excellent communication and drafting skills for effective reporting, and organisational skills for effective management of large-scale processes with multiple country teams
- Excellent interpersonal skills, include strong external engagement and coordination skills
- Familiarity with the humanitarian system and global humanitarian policy frameworks, in particular the Grand Bargain
- Willingness to engage in short term field deployments, including to complex and challenging security environments
- Ability to operate in a cross-cultural environment requiring flexibility
- Fluency in English required; proficiency in French or Spanish an asset
- Ability to operate Microsoft Word, Excel, Powerpoint
- Ability to work independently

KEY PERFORMANCE INDICATORS (KPIs)

- Global-level horizon scanning system established in accordance with designed & agreed thresholds
- 90% of alerts that meet internal thresholds are raised, decision taken, and documented in the event of a new or deteriorating crisis

- Impactful emergency programmes designed, tracked, and supported in accordance with R&D outcomes and country-level agreed strategy in 80% of relevant countries
- Emergencies Community of Practice (CoP) developed, maintained, and active