

RESEARCH MANAGER Shelter, Sites and Displacement Unit

(Reference: 24|OPT|RM01)

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 Shelter, Sites, and Displacement unit in the occupied Palestinian territory (oPt):

Department:	Shelter, Sites, and Displacement (SSD) Unit
Position:	Research Manager
Contract duration:	12 months
Starting Date:	1 August 2024
Location:	Amman, Jordan (with possible relocation to Jerusalem)

COUNTRY PROFILE

Following the attacks on 7 October 2023, and Israel's subsequent aerial and ground operations in the Gaza Strip, the humanitarian situation in the occupied Palestinian territories (oPt) has deteriorated markedly. The 2.2 million residents of the Gaza Strip are facing extreme humanitarian challenges, with urgent needs that must be addressed to avert further loss of life. Additionally, the hostilities in Gaza have heightened tensions in the West Bank, impacting freedom of movement, livelihoods, and the broader humanitarian context.

Against this backdrop, IMPACT Initiatives is planning a range of research activities to support an evidence and needs-based humanitarian response. In previous years, IMPACT Initiatives has facilitated inter-agency Multi-Sector Needs Assessments (MSNA) as well as sector-specific research in the oPt.

POSITION PROFILE

The Research Manager will be responsible for overseeing the development and strategy of the Shelter, Sites,

and Displacement (SSD) Unit, under the supervision of the IMPACT/REACH Country Representative, and IMPACT HQ in Geneva. The candidate should be comfortable representing IMPACT/REACH 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.

Within their Unit, the Research Manager leads the team to achieve program excellence and ensure the highest level of impact and accountability, while ensuring compliance to IMPACT's guidelines and standards. The role will involve oversight of all REACH oPt research cycles (projects), line management of and project management support to all focal points of REACH oPt's SSD unit, human resource management, external engagement, response coordination structure, and identification of information management gaps within the humanitarian response. As part of the country's Senior Management Team (SMT), she/he contributes to the development and implementation of IMPACT's country strategy, and promotes organisational vision and core values across the mission.

In their mission, the Research Manager will be hosted by Acted and will fall under the direct responsibility and management of Acted's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide by Acted's Security, HR, Administration and Logistics rules and regulations, and, in coordination with Acted, will ensure IMPACT staff in his/her unit abide by them.

The position will be based in Amman, Jordan with possible relocation to Jerusalem. Travel in the region may be required.

RESPONSIBILITIES

The Research Manager's responsibilities will include:

STAFF MANAGEMENT

- Direct management of international and national team members, including recruitment and staff career management;
- 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 Representative, contribute to managing grants in the SSD unit, including initial discussions with donors, conceptualisation of new projects, drafting proposals, regular reporting, and M&E;
- Ensure that contractual obligations are met in terms of programs deliverables.

EXTERNAL ENGAGEMENT

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

STRATEGY DEVELOPMENT AND IMPLEMENTATION

- Under the guidance of the Country Representative, develop the SSD strategy, engagement 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 oPt and identify how the SSD unit fill these gaps;
- Contribute to the development and implementation of the REACH oPt country strategy;
- Develop and implement dissemination strategies to strengthen the impact of the SSD programmes;
- Engagement with HQ on SSD 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 assessment, and/or CCCM
- ❖ **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** Previous experience in a management role of at least three people in an INGO at field level. Proven track record in successful management of both international and national teams in humanitarian contexts;
- ❖ **External engagement skills** Experience engaging with external stakeholders, including donors, UN, and NGOs;
- ❖ **Experience in geographical region** Past experience in the region 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;
- ❖ **Language skills** Fluency in English required, competency in Arabic is an asset.

COMPENSATION AND BENEFITS

- ❖ For this position, salary between 2'800CHF and 3'120 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'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.