**Job Description**

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| **Position** | Researcher (Assessment officer) | **Starting Date** | 25.04.2022 |
| **Reference of the offer** | 02-2022 | **Publication Date** | 15.04.2022 |
| **Location** | Tunis | **Type of contract** | Fixed Term Contract |
| **Duration** | 6 months, extendable | **Security Level** | Cf SoP |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, ACTED has been committed to immediate  humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org).  REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](http://www.impact-initiatives.org/) and [ACTED](http://www.acted.org/)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](http://www.unitar.org/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. |

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| **Context of the position and key challenges** |
| REACH implements the Multi-Sector Needs Assessment in Libya, to inform the humanitarian response; REACH’s MSNA is a key contribution to the prioritization of the needs and programming by UN agencies, INGO partners and sectors, as reflected in the HNO and HRP; this position will lead the part of the MSNA covering the needs of Migrants & Refugees.  The MSNA is a complex project requiring a high level of data analysis skills, coordination and report writing skills as well as a good capacity to work under tight deadlines. |

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| **Key roles and responsibilities** |
| The Research/Assessment Officer will support REACH’s 2021 Multi-Sector Needs Assessments. Under the supervision of the REACH Assessment technical lead and REACH Research Manager, the REACH Research/Assessment Officer is responsible for assisting in the management and implementation of REACH research projects in Libya including their preparation, implementation and follow-up. He/she will also support related logistics, partner coordination, reporting and finance requirements and will be required to provide input to the strategic development of REACH in Libya. The role is primarily research focused, with additional operational, translation, and coordination requirements. |

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| **Required qualifications and technical expertise** |
| **Academic** Excellent academic qualifications, preferably including a master’s degree in relevant discipline;  **Research skills** Proficiency and proven experience with research methods. Excellent analytical skills – research question design, familiarity with research methods (and their appropriate usage), report writing, data visualisation  **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 asset; Experience with InDesign an asset.  **Years of work experience** At least 1 years of relevant working experience. Experience in humanitarian settings highly desirable;  **Experience in presentations, training and public speaking** an asset;  **Management skills** Team management experience and skills highly desirable;  **Communication/reporting skills** Excellent communication and drafting skills for effective reporting is required;  **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;  **Level of independence** Proven ability to work independently;  **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;  **Experience in geographical region** Past experience in the [relevant] region is desirable;  **Language skills** Fluency in English and Arabic essential, ability to translate documents between the two languages and check for quality errors. |

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| **Conditions** |
| Job Title: Researcher (assessment Officer)  Duty Station: Tunis, Tunisia  Reporting to: Senior Assessment Officer  Working Hours: Full- Time Position - 40h per week  Type of contract: Fixed Term Contract, 6 months (renewable)  Estimated Start date :25/04/2022  Salary: Salary defined by the ACTED salary grid based on level of education, expertise, and level of experience. |

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| **How to apply** |
| Applications must be submitted in English, attached with a CV, a cover letter and three references. The application form is available here: The template of Job Application.  Please send your application until the 29-04-2022 to the following address:   * by e-mail: tunis.jobs@acted.org   For any further information, please contact ACTED tunis.hr-assistant@acted.org mentioning the reference offer. |