**Job Description**

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| **Position** | **REACH Assessment Officer** | **Starting Date** | ASAP |
| **Reference of the offer** | Cliquez ou appuyez ici pour entrer du texte. | **Publication Date** | 20/09/2023 |
| **Location** | Tunis | **Type of contract** | Fixed-term Contract |
| **Duration** | 6 months (with possibility of renewal) | **Security Level** | Cf SoP  |

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| **About ACTED and REACH** |
| 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 programming was created 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. REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH established a full-time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, cash and market assessments. |

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| **Context of the position and key challenges** |
| ACTED is hiring an Assessment Officer for REACH Initiative Libya to boost information product development that empowers the humanitarian and development community in making agile decisions and plans for emergencies, reconstruction, and development in Libya and Tunisia.Under the supervision of the REACH Senior Assessment Officer and Research Manager (RM), you will be responsible for the production of REACH’s analysis products of the Libya and Tunisia mission, including the preparation of research planning and design, research implementation, qualitative and/or quantitative data analysis, drafting of research products. You will be responsible for knowledge sharing and learning processes, You will liaise with Field Officers and Managers in Libya and Tunisia to ensure timely and quality collection of data during the assessment period. You will be supporting the mission by conducting trainings for team and enumerators. We will also need you for other duties when requested by the REACH Senior Assessment Officer and Research Manager (RM), |

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| **Key roles and responsibilities**  |
| You will be responsible for overseeing the planning, implementation and follow up of research cycles to which s/he is assigned, in close coordination with other team members and with relevant external partners. Hence, you’ll be responsible for the following tasks:1. Research planning * Ensure that required secondary data review and/or analysis has been conducted in preparation of an assessment;
* Ensure that all research cycles are planned in line with the country strategy, relevant research and project objectives and with IMPACT’s research cycle and other relevant guidelines;
* Design research approaches and methodologies according to IMPACT’s requirements and principles as well as partners’ information needs;
* Compose and construct qualitative and quantitative data collection tools; translate the tools in Arabic (Tunisian and Libyan dialects)
* For each research cycle, prepare ToRs and ensure their validation by HQ before any data collection begins;
* Ensure relevant stakeholders and partners are engaged in research design and planning.

2. Research implementation* In close liaison with field officer(s), ensure that required enumerators are identified and trained for primary data collection;
* In close liaison with field officer (s), Monitor data collection, ensuring its correct implementation in line with agreed TORs;
* In close liaison with field officer (s), Manage assessment logistics, including with partner organizations, identifying assessment areas, facilitating design workshops, managing joint data collection processes, and facilitating joint analysis workshops;
* In close liaison with field officer (s), Ensure regular situation updates on data collection are produced and circulated to line manager, relevant colleagues and external counterparts. Provide support and follow up on identified challenges during the data collection process; ensure that the line manager is alerted to any issues that prevents full implementation of the methodology agreed in the approved TORs.
* Ensure that all collected data is stored in line with IMPACT’s Data Management Guidelines and with the ToRs;
* In close liaison with field officer (s), Ensure that data is revised and cleaned, and that all revisions are recorded;
* In close liaison with data colleagues Provide data analysis on primary and/or secondary data as per ToRs, ensuring that meaningful techniques are used to analyze the data collected; Ensure that data and its analysis are validated by IMPACT HQ before product drafting stage; Ensure that data and its analysis do not contain personal information and are validated by IMPACT HQ before sharing to external parties.

3. INTERNAL COORDINATION* Actively participate in regular team meetings;
* Ensure regular coordination and exchange with relevant colleagues;
* Engage in the development and implementation of IMPACT’s strategy in (country).

4. Perform other tasks upon request |

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| **Required qualifications and technical expertise** |
| **Required skills:*** Excellent academic qualifications, preferably including a Bachelor degree in relevant discipline;
* Experience with large-scale quantitative analysis
* Experience with qualitative data collection and analysis
* Proven knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint.
* Years of work experience At least 1 years of relevant working experience. Experience in working with international development or humanitarian assistance is preferred
* Excellent communication and drafting skills for effective reporting;
* Ability to multitask with tight deadlines, on numerous research cycles;
* Proven ability to work independently;

**Preferred skills:*** Advanced skills in R, SPSS and/or STATA or other statistical analysis software are an advantage; Experience with InDesign an asset
* Proficiency and proven experience with research methods
* Good knowledge of Project Management tools (e.g. Trello, ClickUp)
* Experience in creating dynamic dashboards
* Interest in Geographic Information Systems and/or previous experience with visualizing data through maps
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| * Conditions
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| * Job Title: REACH Assessment Officer
* Duty Station: Tunis, Tunisia
* Under the Supervision of: REACH Senior Assessment Officer /Country Coordinator
* Working Hours: Full- Time Position -40h per week
* Type of contract: Fixed Term Contract,6 months
* Estimated Start date: As Soon As Possible.
* 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.Please send your application until the [4th of October 2023] to the following addresses: Tunis.jobs@acted.org  |