

UNIT MANAGER – CASH AND MARKETS, CAMPS AND SITES, EDUCATION, AND SHELTER

(Reference: 22/HQ/UM01)

BACKGROUND ON IMPACT

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 Unit Manager of the Public Services, Systems, and Infrastructure Unit to lead REACH programs related to cash and markets, camps and sites, education, and shelter.

Department: Global REACH
Position: Unit Manager – Public Services, Systems, and Infrastructure Unit
Contract duration: open-ended
Location: Geneva, Switzerland
Starting Date: ASAP

PROFILE

Under the supervision of REACH Senior Manager, the Unit Manager has the overall responsibility for overseeing the work of the Public Services, Systems, and Infrastructure Unit. This unit, which sits in the global REACH program department, is in charge of leading REACH work related to data collection and analysis on cash and markets, camps and sites, education, and shelter globally. The position is based in Geneva with frequent travel to remote field locations across all countries of REACH's operation.

FUNCTIONS

Strategy development

- In collaboration with the Senior Manager and the global technical leads, steer REACH programmes related to cash and markets, camps and sites, education, and shelter through the development of the unit's strategy.

Fundraising and project development

- In coordination with the Senior Manager, identify funding opportunities to support the unit's programs
- Oversee project proposal development, budget design, and negotiate proposals with donors

Planning and implementation

- Ensure that the unit's programs are aligned with the unit's strategy
- Supervise program implementation and keep track of progress and delays
- Review and input TORs, datasets, and information products produced by the unit / country missions
- Support to project implementation through trouble shooting and technical advice
- Ensure that synergies are established between the different projects implemented by the unit

Monitoring, evaluation, accountability, and learning

- Ensure monitoring and evaluation of programs implemented by the unit
- Share learning and knowledge across the unit members and other relevant departments

Grant and financial management

- Monitor achievements vs targets to ensure that contractual obligations are met
- Forecast and monitor financial expenditures to avoid under/overspending
- Meet narrative and financial reporting requirements, in coordination with Grants and Finance departments

Team management and leadership

- Provides leadership to the unit and transmit IMPACT's values and vision
- Ensure that staff have clear and updated TORs and workplans
- Mentor and coach colleagues, and build the capacity of the team
- Support the HR Department in the recruitment of new staff
- Deliver appropriate introduction and training to new staff
- Ensure regular performance appraisal and career management
- Promote the growth and development of staff within the organisation
- Ensure timely submission of admin-related documents (attendance sheets, leave requests, etc.)

External engagement

- Expand and develop relationships with relevant clusters, UN agencies, donors, NGOs, etc.
- Ensure pro-active contribution of REACH in key fora (annual cluster meetings, thematic conferences, etc.)
- Maintain positive perception of REACH by external partners, donors, and coordination platforms

REQUIREMENTS

- Master's degree in relevant discipline (International Relations, Political Science, Social Research, Economics, Statistics, Data Science, Anthropology, Monitoring and Evaluation, or similar)
- At least 5 years of relevant work experience in humanitarian and/ or development settings including research, monitoring and evaluation, assessments
- Demonstrated experience driving organizational change and defining organizational-level objectives
- Demonstrated fund-raising experience and knowledge of donor objectives and priorities
- Strong knowledge of the international humanitarian architecture, as well as cash and markets, shelter, education and camps and sites
- Proven team management and human resources skills
- Ability to manage multiple, diverse research cycles in multiple contexts across multiple regions