

Job Description

March 2019

Position:	Analysis Team Leader
Reports to:	Head of Programme
Supervision of:	8 trainee analysts
Duty Station:	Geneva
Starting date:	27 May 2019
Travel:	Field travel maybe required to support Operations
Duration and contract type:	100%, permanent - subject to funding

ACAPS Purpose

ACAPS is dedicated to enabling humanitarians to better understand crises in order to be able to take better decisions. We work in collaboration across the humanitarian sector and beyond to provide an evolving platform of:

- Independent analysis to support evidence-based decision making for humanitarian operations.
- Deployment of experts to support assessments and analysis in crisis.
- Capacity development of humanitarian actors to carry out better needs assessments and analysis.
- Innovative approaches to collect more reliable and timely data and conduct rigorous analysis.

Purpose of the position

The purpose of this position is to ensure that ACAPS analysis products are innovative, relevant, and high-quality, and in line with ACAPS strategic goals. The person in this position will provide direction for, grows and strengthen the trainee analyst team.

Role and responsibilities

Specific responsibilities:

1. **Team management, trainee/junior analyst mentoring**
 - a. Mentor and guide trainee analysts from recruitment to end of contract.
 - b. Support, both administratively and professionally, trainee analysts throughout their ACAPS programme.
 - c. Contribute to planning the composition and structure and activities of the team to meet needs as defined in mission/strategy.
 - d. Review, adapt, and oversee trainee analysis team activities to ensure consistent and high-quality implementation of methodology and practice of analysis.
 - e. Lead the recruitment process of analysts.
 - f. Insure the performance appraisal and development plan management of the team.
 - g. Encourage positive and professional team dynamics within the trainee analyst team.

2. Product development

- a. Support and advise on conceptualisation, design and production of new information and analytical products and series to meet target audience/client needs.
- b. Review content of products for quality and depth of analysis and for clarity of messaging and communications, ensuring optimal use of data visualisation, mapping and infographics.
- c. Be responsible for maintaining an overview of ACAPS analytical products and production.
- d. Ensure ACAPS products adhere to and promote ACAPS mission/strategy; have consistent branding and identity; and follow a relevant, timely, and feasible production schedule.

3. Editorial management:

- a. Consult and lead trainee analyst team to develop overall policy to meet mission/strategy demands.
- b. Participate in decision-making on editorial priorities and choices in production.
- c. Maintain regular contact with professional editors as necessary.

4. Perform other duties in the organisation as appropriate:

- a. Available to support editorial review of Briefing Notes at short notice, including outside office working hours.
- b. Carry out language editing as emergency cover requires.
- c. Support the communication team.
- d. Other duties within own limitations as requested and authorised by Head of Programme.

5. Operations and field support:

- a. May be required to support operations manager to undertake short field deployments and design and plan field methodologies for ACAPS field missions.
- b. Provide advice to colleagues in the field for primary and secondary data collection and needs analysis design.
- c. Support where necessary the writing and development of proposals.

Critical interfaces:

- Is managed by Head of Programme.
- Provides close administrative support and mentoring to junior team members.
- Supports and supervises day to day output of trainee analyst team.
- Maintains collaboration with communications.
- Manages and maintains regular contact with externally contracted editors.
- Maintains regular contact with ACAPS field team leaders regarding their analysis publications.
- Maintains regular contact with ACAPS operations team leader and can support/replace for short periods of time if necessary.

- Maintains regular contact with ACAPS support team and make sure support procedures are well respected by the analyst team.

Competencies

Generic professional competencies:

- Relevant university degree or equivalent experience, preferably in English, social sciences or communications.
- At least 5 years of professional experience in the humanitarian sector at a manager level including 2 in the field.
- Solid understanding of the principles of emergency preparedness, response and early recovery.
- Excellent time management skills and ability to organize multiple, simultaneous tasks, and deliver results within a specified period.
- Solid experience in people management and team building.
- Proven to be a confident and successful mentor who can support junior team members in their ACAPS training and experience.
- Demonstrated analytical skills and written clarity, including ability to understand complex concepts and problems and synthesize information.
- Demonstrated problem solving skills and results oriented approach. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Proven ability to work strategically to set goals and flexibility and creativity in realizing them.
- Ability to monitor and assess performance of self, other individuals, and other organizations to make improvements or take corrective action.
- Outstanding coordination, communication, and inter-personal skills, including capacity to persuade and influence others, convey information effectively, as well as adjust actions in relation to others' actions.
- Demonstrated capacity for sound judgement to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Demonstrated capacity to actively learn- understanding the implications of new information for both current and future problem-solving and decision-making.
- Knowledge of standard ICT office support tools including spreadsheets, word-processing and presentation software.

Context related skills, knowledge and experience (shall be adapted to the specific position):

- Native written and oral communication skills in English; Working knowledge of French – desired.
- Excellent reading and writing skills, including excellent grammar, spelling and syntax abilities.
- Attention to detail.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Editorial experience in the humanitarian sector.
- Familiarity with editorial tools.

Behavioral Competencies:

- Communicating with impact and respect
- Mentoring people
- Leading and supervising
- Social perceptiveness
- Active listening
- Deciding and Initiating action
- Planning and delivering results
- Adapting and responding to change
- Adhering to principles and values

Performance Management

The employee will be accountable for the responsibilities and the competencies. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Performance Review Template

How to apply

Interested candidates should submit before 15 April 2019 their **CV and Cover Letter** via jobs@acaps.org