



**TERMS OF REFERENCE**

*REACH Rapid Field Officer for Area of Knowledge Programme*

**Position:** REACH Rapid Field Officer  
**Reporting to:** REACH Rapid Assessment Manager  
**Duration:** 6 months (renewable)  
**Date of Issue:** 9-September-2019  
**Date of Closure:** 26-September-2019



JUBA-BASE

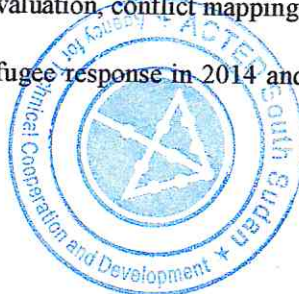
REACH was born in 2010 as a joint initiative of two INGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. 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.

**CONTEXT / COUNTRY**

REACH has been active in South Sudan since February 2012, working in refugee camps in Upper Nile and Unity states, and PoCs across the country. REACH teams have been information management services, conduct both large and small scale assessments, producing maps and creating comprehensive databases in an effort to inform more effective operational set-up and management of these locations.

In 2013, REACH assessments started to expand its focus on the socio-cultural organization and dynamic of the locations, as well as natural resource depletion and energy use among the population. The reports produced as a result of these assessments have been used in targeting interventions and overall location management. The program will extend partner services as well as beyond the refugee and IDP contexts to include mapping of natural resources, impact evaluation, conflict mapping, etc.

REACH has continued to support IDP and refugee response in 2014 and 2015, and expect to continue this support through 2018





**CHAIN OF COMMAND**

Under the authority of:

- In country: ACTED Country Director
- In country: REACH Country Coordinator
- In country: REACH Assessment Manager
- In country: REACH Rapid Assessment Officer

Responsible for:

- Their own activities

**WORKING RELATIONS**

Internal Relations:

- ACTED Country Director
- REACH Country Coordinator
- REACH GIS/ Assessment Manager
- REACH GIS/ Assessment Officers

**FUNCTIONS**

**Summary**

The REACH Field Officer shall be responsible for:

- Establishment and management of key informant network
- Communication with partner organizations
- Identifying and reporting emergent displacement trends
- Collection of locational data using GPS devices
- Facilitation of participatory mapping sessions
- Data cleaning, entry and analysis
- Hiring, training and leading enumeration teams
- Focus group discussion facilitation
- Logistics support
- Assist with report drafting, including creating maps
- Between rapid assessments will provide ad-hoc support to the REACH GIS team
- Any other tasks need to ensure the success of the REACH mission in South Sudan

**1. Managing Key Informant Network**

The REACH FC will work in collaboration with REACH assessment staff to identify potential Key Informants before and during rapid assessments, and build their informant profiles in multiple regions across South Sudan. The focus of the FC's work will be on establishing a humanitarian conditions profile for multiple regions in South Sudan, (s)he will remain flexible and opportunistically collect information related to other AoK project areas (Greater Upper Nile, Greater Bahr el Ghazal and Greater Equatoria) should the possibility arise and security situation allow.

**2. Communication with partner organizations**

The REACH FC will work in collaboration with REACH assessment staff to communicate findings and coordinate activities with partner organizations operating in the area of focus





Rapid Field Officer (FC) is responsible for supporting the REACH Rapid Assessment Officer, REACH GIS officers and the REACH Assessment Manager to ensure the successful completion of data collection related to rapid assessments and overall AoK programme in South Sudan.

The FC will be based in Juba. As part of the team, the field coordinator will work closely with the REACH Rapid Assessment Officer in multiple task relating to rapid assessments, including administration, managing enumerators, translating, assisting with data collection/ cleaning/analysis, and varying day to day task. When security permits he/she will travel with the Rapid Assessment Officer to multiple locations across the country. The FC will be responsible for identifying and reporting on humanitarian conditions in their focus areas (as defined by operational needs and base

of assignment) and other areas as necessary. He/she will also be responsible for identifying and reporting emergent displacement trends in their area of focus (and other areas – as necessary).

The FC will also be responsible mission-related logistics, data analysis and cleaning, focus group discussion facilitation, participatory mapping session facilitation, report drafting, collection of locational data using GPS devices, leading enumeration teams and any other reasonable tasks need to ensure the success of the REACH mission in South Sudan





- Experience in FSL and/or WASH programmes
- Excellent communication skill
- Excellent time management skills
- Ability to operate in a cross-cultural environment requiring flexibility
- Prior experience working in IDP displacement locations
- Fluency in English a must; professional working fluency in Arabic beneficial

**APPLICATION DETAILS :**

- Please hand in a CV and cover letter detailing how your experience and skills match this position description to the ACTED Main office in Hai-Cinema behind concord hotel not later than September 26 by 5:30PM or email [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org)
- Note: applications will not be returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on your envelop

