

## Title of post: Assessment Coordinator

### Example Posts

Senior programme manager with needs assessment experience

### Reporting Line

### Requirements

- Assessment experience and experience in multi-sectoral operations;
- High level of familiarity with assessment tools and coordination mechanisms
- Familiarity with the crisis-affected areas and populations is an advantage;
- Emergency programming and operational management skills required

### Education

Relevant university degree or higher education, preferably in management, social sciences or international development.

### Experience

- At least ten years of experience in humanitarian emergencies with increasing levels of management responsibility and extensive overseas experience.
- At least five years of management experience in humanitarian emergencies, including experience leading multi-disciplinary, multinational teams in complex environments.
- Extensive experience in undertaking and managing complex, large scale humanitarian needs assessments. Experience leading multi-sectoral, multi-agency assessments is a plus.
- Extensive experience in representational roles, including engagement with IASC Country Teams, government officials, local civil society, donors.
- Experience with the UN cluster system
- Experience in administration and personnel management.
- Extensive experience of security management in insecure environments.
- Experience of managing, training and supporting staff.

### Language

Fluent in written and spoken English (or international language use).

### Knowledge

- Solid understanding of the principles of emergency preparedness, response and early recovery.
- In-depth knowledge and understanding of the institutional mandates of IASC agencies.
- Considerable experience in the workings of the UN system and humanitarian operations across a variety of geographic areas.

### Skills

- Strong technical assessment and leadership skills.
- Ability to manage people, organize multiple, simultaneous tasks, and deliver results within a specified period.
- Ability to analyse the overall humanitarian situation, develop programme strategy and project concepts.
- Experience with writing project proposals; excellent drafting skills are essential.
- Proven interpersonal and negotiating skills. Demonstrated ability to effectively work in emergency and/or complex operations within a multi-cultural environment.
- Basic understanding of social statistics
- Ability to work under extreme pressure
- Valid international driving license (manual gears).

**Role description and responsibilities:**

- She/he is ultimately responsible for developing, with the Humanitarian Country Team, an agreed, context-specific assessment approach and methodology and ensuring that the assessment fulfils its goals and functions effectively. The Assessment Coordinator works with Information Management teams to produce regular assessment reports, analytical reports and maps.
- The Assessment Coordinator ensures all team members are fully briefed on the mission objectives, their own role in meeting the terms of reference, security issues, standard operating procedures and their reporting requirements. She/he facilitates team work including planning, analysis and review of findings and information sharing. The Assessment Coordinator manages the performance of team members and coordinates reporting to ensure all members deliver required outputs.
- The Assessment coordinator ensures all key stakeholders are involved in the coordinated assessment and that appropriate resources are available to complete the assessment in the given timeframe. He constantly promotes joint approaches and information sharing for needs and situation analysis.
- She/he ensures quality control, appropriate monitoring of data collection and ongoing surveillance of developing humanitarian needs, response activities and gaps.
- She/he supports awareness-raising regarding assessment results and assessment preparedness requirements with relevant stakeholders, including local government and civil society.
- She/he ensures that "lessons learned" are captured during the assessment in order to feed into best practices documents.