Job Description

Position: Monitoring Expert and Research Associate - Central Africa
Reports to: Monitoring Team Leader, MENA and Africa
Duty station: Geneva, Switzerland
Travel: 5-10%
Duration and type of contract: Permanent

The Internal Displacement Monitoring Centre (IDMC) is a global centre of expertise established in 1998 to monitor and report on the situation of people who become displaced within their own countries. IDMC curates and analyses data from a wide range of sources, provides insight into the risk, scale, causes and impacts of the phenomenon and supports partners around the world in identifying and implementing solutions to it. IDMC’s global monitoring team is divided into three geographic regions: Africa and Middle East; Asia and Pacific; Americas, Europe and Central Asia.

1. Role and responsibilities
The role of a Monitoring Expert is to implement IDMC methodologies for monitoring internal displacement related to conflict, disaster and development for the sub-region to which they are assigned and to act as the organisation’s focal point for that sub-region.

The role of a Research Associate is to support the Global Monitoring and Reporting Team in conducting research, drafting and coordination and administrative tasks for the production of IDMC’s Global Report on Internal Displacement, Regional Reports and Country Profiles.

This role will cover both responsibilities, at 50%-50% respectively.

Generic responsibilities:

- Monitor internal displacement in a sub-region
- Contribute to the technical development of monitoring tools
- Provide research assistance and support drafting, coordination and other administrative tasks for IDMC’s key institutional products including regional reports and the Global Report on Internal Displacement.

Specific responsibilities:

Monitoring of internal displacement:

- Event detection
  - Detect internal displacement events by conducting thorough monitoring of all displacement situations reported by different sources including national and local government institutions, national and international NGOs, research institutes, media, etc.
  - Based on an assessment of various sources, including media and partners in the field, recommend a reliable estimate of internal displacement for each event.
  - Collect and triangulate data and information related to events and ensure that data is accurate, timely and collected at the appropriate spatial and temporal scales.
- Data Analysis
Identify and document the different data sources, conduct gap analysis and assess the reliability of the figures.

Understand the different methodologies or processes of different data providers and assess their reliability and usability based on IDMC’s standards. Be able to explain those methodologies and their shortcomings and strengths in a concise and analytical way.

When necessary, conduct a historical review of data and sources to increase confidence, in and reliability of, IDMC’s published data.

Provide methodological and analytical support to other MEs.

Analyse the triangulated data and contextual information to understand the triggers of displacement, conditions of the displaced population, and risk of further displacement against the broader context of a country’s social, political and economic development.

Identify trends and questions (methodological or contextual) in the countries that may require further research.

**Reporting**

- Act as an expert for the sub-region and identify country-specific trends, develop country analysis and provide contextual updates.
- Continually update and report on a country’s contextual situation – this will include researching on and having a full understanding of internal displacement policies and governance, as well as the social, economic and political conditions in a country.
- Contribute to the Internal Displacement Updates for IDMC’s website in a concise and informative manner.
- Draft and contribute to a range of products including global and regional reports, country profiles, thematic reports, technical papers/analyses, talking points, etc.

**Partner engagement**

- Connect with data providers and other partners to ensure country analyses are updated and accurate.
- Create a solid network of contacts in countries.
- Be involved in field missions to liaise with technical partners and create new partnerships for data collection, sharing and analysis.

**Research assistance**

- **Research and drafting**
  - Conduct research, literature reviews, drafting and referencing for IDMC’s global and regional reports, country profiles and other institutional products
  - Update country-specific content, e.g. for the country profiles, on the IDMC website developed in cooperation with the Communications/External Relations Team
  - Draft of blogs and case studies for the IDMC website and IDMC publications in line with IDMC’s priority themes and countries.
  - Support the drafting of talking points, briefing kits, and presentations

- **Coordination and administrative tasks**
  - Coordinate the production of background papers for the GRID and support the peer review process and GRID Expert Group.
  - Support the Manager of the Global Monitoring and Reporting Team with the coordination of editing, translations, printing, and online material of different reports
  - Perform other administrative duties as required.

**Technical development**
• Support the development and improvement of IDMC's Global Internal Displacement Database and other monitoring tools, including by identifying bugs, proposing new features and suggesting potential improvements.
• Provide user feedback on information management tools and processes.
• Share ideas to improve monitoring and data management.

Project support
• Support to projects when requested by the Regional Coordinator
• In coordination with Regional Coordinator, contribute to different institutional products including the global report, regional reports, country profiles, thematic reports, monitoring guidance/training and standards, and other requests.
• Support drafting project proposals

Critical interfaces
• Regional Coordinators and other Monitoring Experts
• Global and Regional Analysis Manager
• Data and Risk Analysis Manager
• Information Management Systems Coordinator
• Thematic Research Manager
• Director’s Office for country-specific information and engagement
• External Relations team for country-specific information and engagement

2. Competencies

a. Professional competencies
These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:
• Master’s degree in international affairs, social sciences, displacement, migration, humanitarian or development studies, information science or related field
• Four years of relevant experience in research, data collection and quantitative data analysis
• Significant knowledge of the geographical region and ideally operational experience working on conflict, disaster, and development in the region
• Strong skills and experience in reviewing large amounts of data to produce concise analytical products
• Highly organised and rigorous researcher, with demonstrated ability to organize and identify relevant information, and to conduct desk reviews of secondary literature
• Strong drafting skills
• Attentive to detail and thoroughness in day-to-day work
• Collaborative working style and a strong team player
• Solution-oriented with positive attitude towards resolving problems
• Experience communicating with and maintaining relationships with various types of organizations
• Organizational and time management skills - can perform well under pressure and ability to deliver under tight deadlines when necessary
**Context related skills, knowledge and experience:**
- Previous experience with displacement or migration topics, particularly in the areas of disasters, conflict and/or development in the region
- An understanding of internal displacement policies, processes, and challenges in the context of conflict, violence, disasters and development
- Experience working with and/or developing databases and information management systems
- Competence in the use of Word, Excel, databases and online research tools for the capture, organization and analysis of information
- Fluent and excellent communication skills in English and French, both written and verbal
- Fluency in another language relevant in the region will be an asset

**b. Behavioral competencies**
These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:
- Planning and delivering results
- Working with people
- Analysing
- Communicating with impact and respect
- Initiating action and change
- Influencing

**3. Performance Management**
The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:
- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

**Job description agreed and approved**

Date: .................................................. Date: ..................................................

Signature:

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Director Employee