JOB DESCRIPTION
Yemen Analysis Hub Team Leader

Location: Amman with regional travel (20%)
Duration: 2 years
Start date: 1st September 2018
Purpose: To provide overall strategic direction and management of the ACAPS Analysis Hub
Reporting to: ACAPS Field Operations Coordinator
Responsible for: Yemen Analysis Hub team

ACAPS’ PURPOSE
ACAPS is dedicated to improving analysis of humanitarian needs in complex emergencies and crises. We are independent of specific operational and sectoral agendas or interests, and therefore guarantee objective and evidence-based analysis. Our team supports the humanitarian community by providing up-to-date information on more than 40 key crises around the globe. This enables crisis responders to better understand and thereby better address the needs of the affected population, and at the same time strengthening the assessment ecosystem.

OVERVIEW OF THE ROLE
The Yemen Analysis Hub Team Leader is overall responsible for meeting the objectives of the Hub and ensuring that the project runs to time and within budget. This is a new project and the role will include establishing the Hub and further defining the three-year project strategy. The Team Leader reports to the Field Operations Coordinator to define the scope of the projects and to assure the effective implementation of the activities against the project objectives, managing a team of professionals (international and national) and building a strong analysis network.

BACKGROUND TO THE ROLE
Assessing the humanitarian situation and needs in Yemen is became increasingly difficult in 2017. The country is divided between north and south; numerous operational and administrative obstacles are being placed on humanitarian actors including acquiring visas for international staff and access restrictions for staff inside Yemen, and a very volatile security context. Collecting data is seen as sensitive by all parties to the conflict, therefore small-scale and fragmented data is collected as organisations and agencies gather agency specific data. Even when data is collected it is often not shared either because it cannot be verified or because organisations lack the capacity to analyse and report it.
Of the limited data analysis that is on-going, most is sectoral, undertaken within the individual clusters; there is a lack of triangulation and cross-sectoral analysis. Consequently, strategic decision-makers lack the information required to plan and direct the response.

The major analysis gaps identified are: forward looking analysis, projections, risk analysis and thematic analysis cutting across sectors such as displacement, local economies, household income and debt, and trade.

**TASKS AND RESPONSIBILITIES**

**Governance**
- Develop and maintain an appropriate project governance or advisory group with key partners and ensure regular consultation
- Develop the project based on the strategy, the developing humanitarian context, guidance from the HC’s office, OCHA’s capacity and operations, and feedback from other stakeholders.
- Monitor the implementation of the project through regular reviews of the log frame and other project management tools
- Represent the analysis hub at high level forums, as required and establish local and national networks and support systems.
- Maintain regular contact with donors, diplomatic missions, the HC’s office, and other key partners to the project.

**Leadership**
- In consultation with the team and in line with the strategy, develop and plan project activities to achieve the objectives set-up in the project logframe.
- Establish and develop relations with key stakeholders with the purpose of improving exchange of information and maintain an awareness of the key humanitarian issues.
- Provide input towards the all Analysis Hub publications and oversee the input of any other partners towards the products.
- Continually set the standard for the depth of analysis within the Hub.
- Lead the Project staff giving strategic and operational guidance to maximise the hub’s relevance to the humanitarian response and maintain high quality analysis products.

**Management**
- To provide line management for all staff working on the analysis hub
- Be responsible for ensuring the team structure is efficient, effective and providing value for money
- Report on the progress of the project to the ACAPS and NPM management and to donors as required.
- Manage the project budget and monitor against expenditures in close collaboration with NRC Oslo.
- Responsible for the overall administration of the project
- Ensure appropriate archiving.

*Any other tasks which may be jointly be agreed on may be added to the job description, as per the project needs.*
WORKING RELATIONSHIPS

Reporting to: ACAPS Field Operations Coordinator
Responsible for: All Analysis Hub staff and those visiting on short-term deployments
Working with: A network of analysts and information providers

REQUIREMENTS AND QUALIFICATIONS

Formal education and background

- Relevant university degree or higher education, preferably in humanitarian action, management, social sciences, international relations or international development.

Experience

Essential:
- At least five years of management experience in humanitarian emergencies, including experience leading multi-disciplinary, multinational teams in complex environments.
- Significant experience in managing complex, large-scale humanitarian needs assessments.
- In depth knowledge of the institutional mandates of the IASC agencies and familiarity with the workings of the IASC Needs Assessment Taskforce tools and guidance.
- Considerable experience in the workings of the UN system and humanitarian operations across a variety of geographical areas.
- Demonstrated ability to effectively work in emergency and/or complex operations within a multi-cultural environment.
- Proven skills in analysis and negotiations.
- Excellent drafting skills.
- Proven ability to deliver against targets and meeting deadlines within a short timeframe.
- Experience in leading a team.

Desirable:
- Experience in working with secondary data analysis/desk reviews.
- Experience with needs assessment processes, preferably in a multi sector/multi agency setting
- Experience of living / working in the region

Knowledge and skills

Essential:
- Excellent leading and management skills
- Very strong communications skills, both written and oral
- Fluent written and spoken English
- Excellent interpersonal skills
- Excellent computer skills (Windows, Excel spreadsheets, word-processing).

Desirable:
- Data visualisation and GIS
- Arabic language skills
Core Competencies
- Result oriented and problem solving
- Attention to detail
- Strong analytical skills
- Proven ability to work in teams
- Proven communication and interpersonal skills
- Flexible and creative
- Structured and focused, proven ability to manage time effectively
- Ability to work under pressure.