

Terms of Reference

REACH GIS OFFICER FOR SYRIA

Supervisor:	IMPACT Country Focal Point
Title:	REACH GIS Officer
Location:	Amman, Jordan
Contract duration:	6 months (renewable)
Start date:	ASAP

BACKGROUND

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.

IMPACT Initiatives is humanitarian think tank, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing.

WORKING RELATIONS

Internally, the GIS Officer will work closely with REACH Assessment staff and where required IMPACT HQ. These relations will also extend to ACTED country staff including Program Development, AMEU and Area Coordinators.

Externally, the GIS Officer will be expected to liaise with national and international partners, notably IM focal points in NGOs, UN agencies and clusters.

FUNCTIONS

1. GIS Activities

- a. Preparation, conception and production of maps**
 - Identify map information needs;
 - Identify and access map information sources;
 - Ensure accurate linkages between spatial databases and assessment data;
 - Ensures that the produced maps meet the requirements of REACH and concerned partners.

b. Supervision and monitoring of mapping related data collection

- Conceptualize methodologies for collecting data in the field, as according to need;
- Organize and supervise GIS field missions;
- Monitor accuracy of data collected;
- Cross check data collected in the field, ensure regular updates and solve eventual discrepancies.

2. Data Management and Analysis Activities

a. Supervision and monitoring of remote data collection

- Monitor accuracy of data collected;
- Cross check data collected in the field, ensure regular updates and solve eventual discrepancies;
- Manage, update and deploy monthly questionnaire.

b. Data cleaning, management, and merging

- Manage data received monthly from the team;
- Maintain, update and expand R-based system of data management and analysis for data dissemination and reporting;
- Maintain, update and expand R system from automated data analysis and map production for factsheets
- Organize and expand the system to other REACH projects

c. Product production

- Create and update monthly factsheets for areas of analysis
- Provide mapping support for supplementary products developed by the assessment team.

3. Technical Support

The REACH GIS Officer will contribute towards the identification and implementation of effective and adapted technical solutions for assessments and projects for REACH. The REACH GIS officer will provide technical support assessments and analysis for REACH. These responsibilities will include creation and management of data collection tools, training on data cleaning and management techniques, support for data analysis, and ad hoc mapping support upon request.

4. Internal Communication Processes

The REACH GIS Officer will liaise with IMPACT in Geneva to guarantee a quality product that suits the needs of the field office. He/she will respond to information requests from IMPACT Initiatives and keep Geneva informed of the MIS activities in the field.

5. Confidentiality and Data Protection

The REACH GIS Officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorized sharing of information and data.

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities REACH and partners work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

REQUIREMENTS

- Master degree in Geography/GIS or a related discipline;
- 2 years of experience in GIS / Database management, preferably in humanitarian context;
- Previous experience with mobile data collection (ODK, ONA, KOBO);
- Considerable experience analysing complex data with R mandatory; knowledge of other statistical programming languages and packages a plus;
- Knowledge of the Adobe Suite, particularly Illustrator and InDesign;
- Excellent team management skills;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset;
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance
- Free food and lodging provided at the organisation's guesthouse/or housing allowance (depending on contract length and country of assignment)
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance + retirement package

HOW TO APPLY

Please send, **in English**, your cover letter, CV, and three references to jobs@impact-initiatives.org
Ref: 17/SYRIA/GISO02

Please indicate the above reference code in the subject line of your email.

For more information, visit us at <http://www.impact-initiatives.org>