

Terms of Reference

GIS/IM MANAGER – SOUTH SUDAN

Supervisor:	Country Focal Point
Title:	GIS/IM Manager
Location:	Juba, South Sudan with minimum 25% of the time in field and deep field settings
Duration:	6 months (renewable)
Start date:	ASAP

COUNTRY PROFILE

IMPACT, through its own activities, or through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectorial needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.

2016 has seen the expansions of both IMPACT and REACH programming to 9 of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross-border port monitoring, assessments of hard to reach areas, flood mapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources.

In the coming year, IMPACT and REACH programming will focus on integrating ongoing assessments into a common data stream, expanding the geographic scale of activities, connecting information streams to surrounding countries that are impacted by events in South Sudan, and continuing to adopt a beneficiary-centric approach to data collection that puts that needs of affected populations, and the return of information to them, at the centre of our work.

SUPERVISION

The GIS/IM Manager will report to the Country Coordinator. The GIS Manager is responsible for other members of the GIS and Data Base team including GIS Officers, GIS assistants, junior staff, and national staff directly supervising them and providing technical support.

WORKING RELATIONS

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

The GIS/IM Manager will also be asked to represent the organization on behalf of the Country Coordinator in donor and partner's meetings.

FUNCTIONS

The GIS/IM Manager will be responsible to guide the GIS/IM team staff ensuring the correct implementation of the following activities but also expected to directly carry out them if necessary.

1. GIS Activities

The GIS Manager is expected to undertake:

- 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;
 - Maintain, update Kobo toolbox platform;
 - Organize and expand the system to other REACH projects across South Sudan
- c. Product production**
 - Create and update monthly factsheets for areas of analysis across South Sudan;
 - Provide mapping support for supplementary products developed by the assessment team;
- d. Product revision**
 - Conduct internal revision of maps and factsheets

3. Technical Support

The GIS Manager will actively contribute towards the identification and implementation of effective and adapted technical solutions for assessments and projects for REACH South Sudan. The GIS Manager will provide technical support assessments and analysis for REACH South Sudan. 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. Strategy

In collaboration with the Country Coordinator and other senior staff, The GIS Manager will design and lead the GIS/Information Management strategy across different REACH activities in South Sudan.

5. Internal Communication Processes

The GIS Manager 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.

6. Confidentiality and Data Protection

The GIS Manager 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

- A good sense of humour about bugs, snakes and bucket showers required
- Master degree in Geography/GIS or a related discipline;
- 5 years of experience in GIS / Database management, preferably in humanitarian context;
- Solid experience analysing complex data with R mandatory; knowledge of other statistical programming languages and packages a plus;
- Good experience with mobile data collection (ODK, ONA, KOBO);
- In depth knowledge of the Adobe Suite, particularly Illustrator and InDesign;
- Knowledge and previous experience with data visualization software such as Tableau is a plus;
- 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;
- Strong processes oriented mind
- Fluency in English required;
- Ability to operate Microsoft Word, Excel and Project Management Software;
- High level of autonomy and willingness to spend time in deep field locations away from IMPACT/ ACTED support;
- Willingness to organize and carry out capacity building activities to develop others;
- Ability to work independently.

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: 18/SSD/GISMAN

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

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