

Job Description

REACH GIS MANAGER – SYRIA

(Reference: 19/SYR/GISM01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations 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. 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 a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a REACH GIS Manager to support our REACH Syria team.

Title: REACH GIS Manager
Supervisor: Global GIS Manager, REACH Country Coordinator
Location: Amman, Jordan
Contract duration: 12 months (renewable)
Start date: ASAP

COUNTRY PROFILE

Over the last five years, REACH has gained expertise working in the context of the Syrian crisis, with a knowledge of humanitarian consequences of the crisis in neighboring countries as well as of the challenges of research and information management inside Syria. The whole of Syria (WoS) architecture was set up in 2014 to foster and promote a better understanding of humanitarian needs and gaps in an effort to inform an improved collective response throughout Syria. REACH have been engaging with this process extensively, working closely with OCHA regional office, with hub and WoS cluster and working group leads, as well as with partners more directly, creating a strong understanding of information needs and priorities.

POSITION PROFILE

Under the supervision of the REACH Syria Country Coordinator and of IMPACT's HQ in Geneva, the REACH GIS Manager will be responsible for managing all processes and outputs related to REACH Syria GIS, products and data, as well as information management systems, including web applications, in country. He/she will ensure regular communication with REACH Syria Management team in country and with IMPACT HQ. He/she directly supervises all GIS staff and contributes to the development and implementation of REACH strategy in Syria.

During his/her mission, the REACH GIS Manager will be hosted by ACTED and will fall under the direct responsibility and management of ACTED's Country Director and his/her delegates for all Administrative, Security, Logistics and Finance issues. S/he will therefore fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

FUNCTIONS

In coordination with the REACH Country Coordinator, the REACH GIS Manager is responsible for:

1. Functional management of the Syria GIS team

- a. Serving in an advisory capacity to the regional Syria Country Coordinator, the Syria GIS Manager will provide a single point of contact to all Syria GIS staff and track all GIS activities within the Syria mission.
- b. Tracking of all hub GIS work plans and consolidation into master work plan. The GIS Manager will be provided with hub GIS work plans by hub GISOs and advise the regional coordinator on issues related to GIS work load (e.g. staff availability, need for support, etc.).
- c. Responsible for non-product specific outputs and GIS capacity support (e.g. UNOSAT partnership, Remote Sensing analysis, surge, partner GIS/mapping requests etc.) All outputs that don't originate from Syria product research cycles will be the responsibility of the GIS Manager, either directly providing GIS capacity or advising the regional coordinator on GIS staff with availability to support.

2. Management of functions within Research Cycles and Terms of References (TORs)

- a. Tracking of all Syria TORs
- b. Responsible for providing (or ensuring provision of) GIS consultation to each TOR. For this, the Syria GIS Manager will need to be in copy during TOR discussions at drafting stage and will either comment directly or ensure that another GIS staff member contributes to the TOR development.

3. Review and verification of Syria GIS outputs

- a. Review and verification of all Syria GIS products prior to Geneva validation. All Syria GIS products should be reviewed and verified by the GIS Manager before sending to HQ, to ensure a coherent style of products are maintained and minimize the time required for final validation and publication.

4. Management of GIS Data

- a. Organize and supervise GIS field missions
- b. Monitor the accuracy of data collected
- c. Ensure accurate linkages between spatial databases and assessment data
- d. Ensure data management and server efficiency with Database Officers

5. Strategy Development and Implementation.

- a. The GIS Manager will participate and actively contribute to the development of the REACH strategy in Syria, in support to the Country Coordinator. In particular s/he will support in identifying:
- b. GIS gaps in country
- c. Synergies with other GIS and IM actors
- d. Dissemination strategies to strengthen the impact of our GIS and IM work
- e. Support in the preparation and follow up of country level internal strategic workshops and plans
- f. Engagement with IMPACT HQ in global level GIS priorities

6. External Engagement

- a. Represent the Syria team in relevant Information Management (IM) fora, ex. WoS IMWG, or other external engagement as needed for presentations or technical workshops.

7. Confidentiality and Data Protection

- a. The REACH 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.

KEY PERFORMANCE INDICATORS

1. Ensure compliance with relevant GIS guidelines
 - a. Mapping guidelines are systematically followed
 - b. Map templates consistently used
 - c. Map validation process respected
2. Ensure adherence to research cycle TOR
 - a. GIS products support the research as designed and align to the analysis plan envisioned
 - b. Data is handled according to the arrangements specified in the data management plan
3. Ensure internal communication protocols followed
 - a. Regular communication is maintained with IMPACT HQ on progress and deadlines for GIS products
 - b. Problems related to specific assessments are reported by writing and orally in a timely manner
4. Ensure maps produced in a timely and accurate manner
 - a. Average number of days between end of data collection and internal product validation
 - b. Total number of maps receiving final validation
5. Human Resource management
 - a. Retention rate among supervised national and international staff
 - b. Progression in performance of supervised staff

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

- ❖ Excellent academic qualifications, including a Master degree in relevant discipline;
- ❖ Excellent analytical skills;
- ❖ At least 4 years of relevant working experience in GIS or IM humanitarian settings;
- ❖ Excellent communication and drafting skills for effective reporting;
- ❖ 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, Arabic is an asset
- ❖ Ability to operation Microsoft Word, Excel and Adobe suite of products (InDesign, Illustrator)
- ❖ Ability to operate SPSS, Python, R, or related statistical programming an asset
- ❖ 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