

GIS OFFICER

(Reference: 22/ROM/GISO001)

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 GIS Officer to support our team in Romania

Department: REACH
Position: GIS Officer
Contract duration: 6 months
Location: Bucharest, with field deployments
Starting Date: ASAP

COUNTRY PROFILE

Following the start of the conflict in Ukraine, beginning February 24th, 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement in Ukraine and neighbouring countries, including Romania. Following the start of the conflict in Ukraine, beginning February 24th, 2022, military hostilities have caused widespread damage to infrastructure and houses, hundreds of civilian deaths, disrupted markets and essential services, and precipitated massive displacement in Ukraine and neighboring countries, including Romania. According to UNHCR data, over 84.000 refugees from Ukraine entered Romania since the beginning of the displacement. Some of them continued their journey to other European countries, others are currently remaining in Romania. The Romanian authorities have hence set up dozens of hosting centers (and more are being established) across the country. Many refugees do not have ID papers or with limited financial resources. Given the martial law and mobilization of men in the conscription age in the conflict in Ukraine, most of the displaced crossing into Romania are women and children, and the conflict with its' emotional

burden has a heavy toll on the already at-risk individuals. REACH Initiative proposes to support the setup and scale-up of the assessment and analysis systems required to inform joint planning and monitoring by government and humanitarian actors in such a complex and rapidly evolving situation.

FUNCTIONS

Under the line management of the Country Coordinator in Romania, the GIS Officer is responsible for the application of geographic information systems, including relevant aspects of research design, support in designing data collection tools, ensuring (spatial) data quality, geo-spatial analysis, drafting of maps, and (as relevant) production of web maps and information management systems. The GIS officer will provide technical inputs in all stages of the research cycle. Throughout each research cycle, the GIS Officer, in close liaison with the assessment teams, engages with partners to promote their participation and maximize their impact. He/she also ensures an efficient and transparent use of resources required for project implementation. This can include the direct supervision of GIS teams. The GIS Officer will also be responsible for developing and implementing a continuous capacity building program for national and international team members, and for providing trainings to partners.

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

RESPONSIBILITIES

The GIS Officer responsibilities include the following:

RESEARCH PLANNING:

- Support assessment planning in line with project and program objectives and with IMPACT's research cycle and other relevant guidelines;
- Map and analyse secondary data in coordination with the assessment officer(s);
- Contribute to draft assessment ToRs with a specific focus on the analysis plan, and related mapping, as well as data management plan;
- Support the development of qualitative and quantitative data collection tools, ensuring GIS requirements of research cycle/assessment are met;
- Develop geo-spatial analysis of assessment areas to be used in developing daily assessment plans, field movement plans and accompanying operational maps for field teams;
- In coordination with relevant assessment officer(s), support construction of quantitative sample;
- Keep track of progress and delays of all assigned tasks throughout the research cycle. Ensure that delays or identified problems are reported by writing and orally in a timely manner.

RESEARCH IMPLEMENTATION

- When relevant, support the training of enumerators for primary data collection;
- When relevant, support oversight of data collection, in line with agreed TORs, including spatial verification and validation as part of daily assessment checks;
- Ensure that collected data is properly geo-referenced, enabling the production of maps and related products;

DATA MANAGEMENT, CLEANING AND ANALYSIS

- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines

- Ensure that data is revised and cleaned, and that all revisions are recorded;
- Conduct spatial analysis on collected data as per ToRs;
- Ensure that data and its spatial analysis are validated by IMPACT HQ before product drafting stage;
- Ensure that data and its analysis do not contain personal or other sensitive information and are validated by IMPACT HQ before sharing to external parties;
- Ensure the quality and accuracy of technical information provided as well as the confidentiality and protection of collected information.
- Development and maintenance of country-level databases for the consolidation of all assessment-related and GIS data in country.

DRAFTING OF PRODUCTS

- Ensure accurate linkages between spatial databases and assessment data;
- Ensure that the GIS products meet the requirements of IMPACT and concerned partners;
- Maintain regular communication with IMPACT HQ on progress and deadlines for GIS products;
- Ensure the drafting of timely and accurate GIS products, which comply with IMPACT's guidelines;
- Ensure that all GIS products are validated by IMPACT HQ before external release;
- When relevant, in close coordination with IMPACT HQ, support the regular maintenance and update of web GIS products;
- In coordination with the CC/CR, liaise with IMPACT HQ on the procurement of UNOSAT services and satellite imagery.

EXTERNAL ENGAGEMENT

- Link with relevant partners to consult and involve them in the GIS components of a research cycle;
- Represent IMPACT in relevant meetings/ working groups;
- Follow up on issues identified by partners or during meetings / working groups;
- Promote an active use of datasets, GIS products and research findings by partners and the broader humanitarian community for their decision making;
- Support the presentation of research findings through GIS inputs to relevant third parties in order to enhance their use and impact;

TEAM MANAGEMENT AND CAPACITY BUILDING

- Assess progress in relevant research cycles and to review work plan;
- Conduct induction for new staff members, including training in basic technical GIS competencies
- Support the development and implementation of capacity training plans for GIS and other team members;
- Be available to provide regular support and technical backstopping;
- When relevant, support/ lead staff appraisal and recruitment process.
- Ensure development and implementation of capacity training plans for GIS and other team members.

DATA CONFIDENTIALITY AND PROTECTION

The GIS Officer will maintain the strictest confidentiality on all data collected and related processes, ensuring full compliance with IMPACT's data protection policy and SOPs. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

REQUIREMENTS

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- ❖ **Academic:** Excellent academic qualifications, preferably including a Master degree in relevant discipline;
- ❖ **Research skills:** Demonstrable experience with geo-spatial information management and analysis.
- ❖ **Software skills:** Advanced knowledge of ArcGIS. Proven knowledge of Microsoft office including Word, Excel, and PowerPoint. Knowledge of R, STATA, python or equivalent statistical software an advantage.
- ❖ **Years of work experience:** At least 2 years of relevant working experience. Experience in humanitarian settings highly desirable;
- ❖ **Management skills** Team management experience and skills highly desirable;
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Multi-tasking skills** Ability to multitask with tight deadlines, on numerous research cycles;
- ❖ **Level of independence** Proven ability to work independently;
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility;
- ❖ **Experience in geographical region** Past experience in the [relevant] region is desirable;
- ❖ **Language skills** Fluency in English is required, competency in Russian / Romanian is an asset;
- ❖ **Security environment** Ability to operate in a complex and challenging security environment

CONDITIONS

- ❖ Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- ❖ Additional monthly living allowance provided in country by IMPACT's partner ACTED
- ❖ 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