

## GIS OFFICER

(Reference: 22/POL/GISO02)

### 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 Warsaw, Poland.**

**Department:** REACH  
**Position:** GIS Officer  
**Contract duration:** 6 months  
**Location:** Warsaw, Poland  
**Starting Date:** ASAP

### COUNTRY PROFILE

Four months since start of war there are still about 5.5 million refugees in Europe. While the initial phase of movement was mostly concentrated in the neighboring countries, four months later refugees are now hosted across Europe with the majority of them living in urban centers. As the war continues in eastern Ukraine perspectives of returns for people from Eastern and Southern Ukraine remain limited and continued shelling across the country remains a serious security threat for people in cities throughout the country. To inform assistance programs for refugees and host communities in neighboring countries and wider Europe impact is implementing research to understand i) the location and profile of refugees ii) the needs of refugees in host communities and collective centers iii) their access to basic services, especially child care and education, social safety nets mechanism (including cash programming) and employment opportunities and iv) their integration as the duration of their displacement increases.

As of July 2022, IMPACT has secured funding from UNHCR, Canada, the Swiss Cooperation and Save the Children International to implement the above program and is seeking for its Poland, Slovakia, Romania and Moldova IMPACT and is seeking a motivated GIS Officer to support these missions' first research cycles.

## FUNCTIONS

Under the line management of the IMPACT Country Coordinator / Representative or his/her delegates in Poland, the GIS Officer is responsible for the application of geographic information systems in Poland 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 (as relevant) 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 (when relevant) 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:

- In coordination with relevant assessment officer(s), 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 their Annexes), 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;

- In coordination with relevant assessment officer(s), document all changes in data collection that lead to a modification in the agreed TORs, ensuring that the IMPACT CC/CR and IMPACT HQ are informed and agree on the modifications.

#### DATA MANAGEMENT, CLEANING AND ANALYSIS

- Ensure that all collected data is stored in line with IMPACT's Data Management Guidelines, and with the TORs (data management plan Annex);
- 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

- In support of the assessment team, link with relevant partners to consult and involve them in the GIS components of a research cycle;
- After validation by the line manager, 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;
- After validation by line manager, support the presentation of research findings through GIS inputs to relevant third parties in order to enhance their use and impact;
- Ensure that all partner engagement and all external relations are clearly documented and communicated with the line manager and relevant colleagues;
- More generally, contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMPACT's mandate, ethics, values and stand-point with regard to other actors.

## KNOWLEDGE SHARING AND LEARNING PROCESSES

- Anticipates knowledge gaps prior the execution of the Research Cycle
- Provides content and contributes to lessons learned exercises

## PROJECT CYCLE MANAGEMENT

- For relevant projects, ensure compliance to project cycle management requirements and guidelines at all phases;
- Before project start, participate and help organise a kick off meeting and the availability of key project management documentations to plan the efficient use of assets and human resources;
- In close coordination with line management, finance and grants colleagues, monitor and regularly update the use of GIS-related assets, financial and human resources, in full compliance with IMPACT's guidelines;
- Ensure that GIS-related project deliverables and requirements are tracked, met and complied to;
- Ensure that any issue in relation to project implementation is reported to the line manager, finance and grants colleagues, and HQ;
- Contribute to the organisation and documentation of a project completion meeting for all relevant projects;
- Support the line manager, finance and grants colleagues in drafting of relevant project narrative and financial reports;
- Other tasks as requested by supervisors.

## TEAM MANAGEMENT AND CAPACITY BUILDING

In case the GISO provides direct line management to staff:

- Conduct regular meetings with staff members to assess progress in relevant research cycles and to review work plan;
- In coordination with CCs/CRs, Research Manager and GIS Specialists (as relevant) conduct induction for new staff members, including training in basic technical GIS competencies
- Support to the IMPACT CC/CR, Research Manager and GIS specialist (as relevant) in 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 in collaboration with the CC/CR, Research Managers, GIS Specialists (as relevant) and IMPACT HQ.
- The GIS Officer is responsible, in coordination with his/her line manager, for the development and implementation of capacity training plans for GIS and other team members. He/ she is responsible for setting clear and personalised development goals, and designing training and mentorship plans to assist team members in professional development.

## INTERNAL COORDINATION

- Actively participate in regular team meetings;
- Ensure regular coordination and exchange with relevant colleagues;
- Engage in the development and implementation of IMPACT's strategy in Polands.

## 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. Excellent spatial analysis skills
- ❖ **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 1 years of relevant working experience. Experience in humanitarian settings highly desirable;
- ❖ **Experience in humanitarian or development sectors** Experience working in protection, CCCM, information management an asset;
- ❖ **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 region is desirable;
- ❖ **Language skills** Fluency in English required, competency in Polish, Russian or Ukrainian an asset;

## 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