

GIS INTERN

(REFERENCE: 22|SYR|GISI01)

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 Intern to support our team for Syria.

Department: REACH
Position: GIS Intern
Contract duration: 6 months
Location: Amman, Jordan
Starting Date: ASAP

COUNTRY PROFILE

After more than a decade of conflict, conditions in Syria remain volatile and marked by violence and socioeconomic deterioration. The scale, complexity, and severity of humanitarian needs in Syria extends the necessity for up to date, timely, and accurate information. Evidence-based planning and programming remain paramount to ensure that the response adequately meets the needs of the most vulnerable people. REACH has been conducting assessments on the humanitarian situation in Syria since 2013 and has since grown significantly as an actor in the response. Broadly speaking, REACH Syria facilitates a humanitarian evidence base via four key research streams:

- Monitoring of the humanitarian situation in Syria, including joint market monitoring to track prices of goods as per the survival minimum expenditure basket (SMEB);
- Displacement tracking, through tracking the movement of IDPs and returnees.
- Remote sensing activities, including market functionality, flood hazard assessments, etc;

- Technical support to clusters, including thematic assessments and capacity building.
- Disaster response to the Earthquake of February 2023

Examples of REACH Syria information products, include:

[NES Market Network Analysis – March 2022](#)

[NWS HSOS Factsheet – January 2023](#)

Please find all the publication of REACH Syria [here](#).

FUNCTIONS

Under the line management of the IMPACT Country Coordinator / Representative or his/her delegates in REACH Syria, the GIS Intern will be part of the team working on the application of geographic information systems in Syria, 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 Intern will be specifically attached to the Humanitarian and Situation Monitoring (HSM) Unit. Throughout each research cycle, the GIS Intern, in (as relevant) close liaison with the assessment teams, engages with partners to promote their participation and maximize their impact. Under the supervision of the Senior GIS Officer, s/he will focus on the multi-year monthly data collection patterns to shape new visualization/reporting processes. If the internship involves the production of a research paper as part of an exam for the master's degree completion, the focus of the research will be about the efficiency of key informant data collection to monitor humanitarian crisis indicators and/or the visualisation methods to shape analysis and inform the humanitarian response.

The following list of responsibilities is extensive and try to encapsulate a variety of responsibilities that can be identified with your line management as part of the intern role.

In his/her mission, the GIS Intern 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 Intern responsibilities can 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 (in collaboration with the Data officer).
- 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.

DATA MANAGEMENT, CLEANING AND ANALYSIS

- Identify spatial patterns in the monthly data collection project
- 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.

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.

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 Syria.

DATA CONFIDENTIALITY AND PROTECTION

The GIS Intern 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

- ❖ **Academic:** Excellent academic qualifications, preferably including a master's degree in GIS
- ❖ **Research skills:** Demonstrable experience with geo-spatial information management and analysis. Excellent spatial analysis skills (Analyst toolbox)
- ❖ **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.
- ❖ **Communication/reporting skills** Excellent communication and drafting skills for effective reporting;
- ❖ **Level of independence** Proven ability to work independently.
- ❖ **Cross-cultural work environment** Ability to operate in a cross-cultural environment requiring flexibility.
- ❖ **Language skills** Fluency in English required, competency in Arabic is an asset but not mandatory.
- ❖ **Security environment** Strong ability to ensure security rules are followed.

CONDITIONS

- ❖ Monthly living allowance of 300 USD provided in country by IMPACT's partner ACTED
- ❖ Coverage of accommodation, guesthouse, food, and travel costs, with a luggage allowance of 50 kg
- ❖ Provision of medical, repatriation, and life insurance.
- ❖ 3-day induction training in IMPACT HQ in Geneva and 1-week Security Training in ACTED HQ in Paris
- ❖ Psychological assistance
- ❖ 3 days of paid leave per month