LM01502
MISSION TECHNICAL REFERENT GIS / COUNTRY TECHNICAL REFERENT GIS

Level 10

Reports to (Hierarchical)
Logistics Coordinator

Reports to (Functional)
GIS Advisor / GIS Regional Referent

Job Family
Logistics

Main Purpose
Overseeing the implementation of GIS activities at mission(s) level, providing technical guidance and ensuring the correct implementation and monitoring of GIS activities in the mission(s), according to MSF protocols and standards, in support to operations.

Accountabilities
Ensure Technical reference for GIS

- Being the final responsible at mission(s) level (possibly for multiple OCs) for advising, elaborating processes, implementing, quality control, maintenance and good functioning of the mission(s) Geographic Information Systems (GIS).
- Ensuring technical reference for all GIS matters in the mission(s) following MSF protocols and standards, national policies and state regulations and project specifications.
- Carrying out GIS needs assessment and feasibility studies in the mission(s) to provide sectors' responsible with alternatives and possible GIS solutions to operational challenges.
- Contributing to the discussions about ethics and personal data protection within the mission, especially regarding GIS related data and activities.
- GIS Networking with other NGOs and external partners when relevant.
- Acquiring necessary authorization for data creation and acquisition at mission(s) level when needed.
- Following up and reporting on the works' progress and on technical aspects of the work, participating in reports at coordination level according to guidelines.

Responsible for GIS capacity building + GIS HR line management

- Providing training and coaching to GIS staff under their responsibility (if applicable) as well as GIS relays in the projects.
- If applicable, planning and supervising, in close coordination with the HR Co, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under their hierarchical supervision in order to ensure both the sizing and the amount of knowledge required.

Act as GIS focal point for the mission(s)

- Responsible for promoting GIS on Offer. Ensuring that all relevant staff in the mission(s) are properly briefed about GIS services and trained on the use of simple GIS tools.
- Ensure that the mission(s) GIS needs are covered.
- Ensuring the liaison with the GIS Centre.

Ensure Implementation

- Manage mission(s) GIS requests according to operational priorities.
- Ensuring the quality and sharing of the geographic data produced in their area of work in order to best contribute to the global MSF GIS Master Data Base.
- Maintaining and expanding mission(s) GIS database(s) for use in GIS and to create analytical products.
- Ensuring the implementation, monitoring, maintenance and correct functioning of the GIS products and services.
- Actively participating in the MSF GIS community of practice.
- Move to different MSF projects/activity locations according to the needs and priorities.

Education

University diploma in Geography, Geomatics, Geographical Information System, other University diploma including a strong GIS component, or relevant experience

Experience

- At least two years of strong practical experience in using Geographic Information Systems (GIS)
- Experience in managing data collection, entry and maintenance and in managing or developing databases
- Desirable previous experience with MSF or other INGOs

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