



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**GENERIC JOB DESCRIPTION**  
**Internal/External Vacancy Announcement**

### **I. Position Information**

- **Job Code Title:** Geographic Information Systems Officer (GIS)
- **Agency:** UNOCHA
- **Grade :** NOA
- **Duration of Appointment:** One year
- **Duty Station:** xxx
- **Closing date for Application:** xxx
- **Date of Duty:** xxx

### **II. Background**

The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to i) alleviate human suffering and disasters in emergencies; ii) advocate for the rights of people in need; iii) promote preparedness and prevention; and iv) facilitate sustainable solutions.

As part of its operations, OCHA **name of country** produces a number of information products including maps which inform the humanitarian community in their response to the humanitarian situation in the country.

OCHA is urgently seeking a Geographic Information Systems Officer (GIS Officer) to assist in the production and delivery of GIS products and services. She/He will be part of the Information Management Unit working in close relationship with other functional units.

### **III. Duties and Responsibilities**

Under the technical supervision of the Information Management Officer, and overall direction of the Head of Office, the GIS Officer will be expected to support the implementation and maintenance of OCHA's global Information Management Strategy and to:

- Provide the lead within the IMU in developing and producing maps and related documents to support the work of the OCHA Office and the humanitarian community;
- Work closely with clients to identify their needs and advise on the GIS products and services the IMU can offer to enhance their work;
- Develop strong links with other GIS staff in the humanitarian community to promote coordination and information-sharing between organisations;
- Participate in sectoral working groups to identify information needs and provide technical support;
- Conduct geographic information training for staff, as well as partners, to strengthen geo-spatial information use, exchange and management;
- Work in partnership to identify requirements for spatial analysis and products relevant to activities of the humanitarian community;
- Prepare and distribute maps, report and documents in various formats (hard-copy, digital and web-compatible);
- Identify and liaise with other information providers on spatial data issues, maintain geographic databases and datasets including Common Operational Datasets (COD);
- Assist members of the Geographic Information community with large-format printing and other services for which they do not have their own resources;
- Advise on the advanced use of GIS tools for analysis of data, modeling, and other GIS task; and
- Any other duties as may be requested by the OCHA Office;

## IV. UN Competencies

### **Professionalism**

Knowledge of the use of information management in humanitarian response; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).

### **Communication**

Excellent communication and training (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.

### **Teamwork**

Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

### **Client Orientation**

Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients’ informed of progress or setbacks in projects; meets timeline for delivery of products or services to clients.

### **Accountability**

Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## V. Qualifications/ Experience

Education:	<ul style="list-style-type: none"><li>• Advance University Degree in GIS, IM or related field</li></ul>
Experience:	<ul style="list-style-type: none"><li>• Minimum of at least two years of progressively responsible experience in geographic information systems</li><li>• Knowledge of current GIS software (ArcInfo, ArcGIS)</li><li>• Knowledge of database development and maintenance of GIS systems</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in English is required</li></ul>