



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Geographic Information System (GIS) Officer/IM**
Organization / Unit : **DTM**
Duty Station : **Iraq, Erbil**
Classification : **National Officer Category, Graded NOA**
Type of Appointment : **Special Short Term, SST**
Duration of Appointment : **6 months with the possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **31st July, 2017**
Reference Code : **SVN2017/IRQ/062**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under overall guidance of the Chief of Mission, overall supervision of the DMU Coordinator and direct supervision of the DTM Information Management / GIS Officer, the successful candidate will perform the following functions.

Core Functions / Responsibilities:

A. GEODATA PROCESSING & MANAGEMENT

1. Develop GIS field data collection tools and databases;
2. Design and maintain databases as part of the GIS enterprise approach deployment;
3. Conduct data validation and cross checking to ensure proper and reliable geodata extraction from within existing databases;
4. Maintain and expand the geodata repository and related metadata;
5. Support the implementation of geographic data management systems and workflows in DMU; propose, design, and implement actions to improve GIS data quality;

B. GEODATA VISUALIZATION & PUBLISHING

6. Conduct thematic/statistical and spatial analysis and geoprocessing tasks;
7. Coordinate response and prioritization of requests for map products and services;
8. Ensure the effective use of the designated information system, including geo-platforms and application tools,
9. Manage content on internal and external geo-platforms for sharing knowledge;

10. Ensure timely preparation and generation of information products, and support on products sharing and dissemination to all relevant channels;
11. Contribute to produce periodical DMU reports and maps;
- C. GENERAL IM**
12. Support the capturing, storing and sharing of knowledge;
13. Provide training and assist in skills development support GIS activities;
14. Liaise with Government and other humanitarian partners when requested;
15. Undertake duty travel when necessary;
16. Any other duties that might be assigned.

Required Qualifications and Experience

Education

- University Degree in computer science or a related field. With two years of work experience.

Experience

- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Ability to meet deadlines and work under pressure.
- Experience with the following technologies: Windows 7 and NT operating systems; client/server hardware and software; input/output technology, digitizing equipment, internet services and related technologies;
- Strong practical experience in using Geographic Information Systems (GIS) is essential, specifically ESRI products such as ArcView and / or ArcInfo;
- Experience in managing data collection, entry and maintenance;
- Experience in managing or developing client relationships, databases (particularly MS Access) is essential;
- Experience in product development, project management
- Good interpersonal and communication skills.
- Flexibility, tolerance and capacity to work in team.
- Ability to handle confidential matters.
- Ability to present clear and concise information.
- Ability to meet deadlines and work under pressure.
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ability to work effectively and harmoniously with colleagues from varied cultures and

Languages

Fluency in English, Kurdish and Arabic.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients

- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self And others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned Handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team Members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team Environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply It to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/geographic-information-system-gis-officerim>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period: From 17.07.2017 to 31.07.2017