IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: **National Geographic Information System (GIS) Officer**
Organizational Unit	: **DTM**
Duty Station	: **Erbil, Iraq**
Classification	: **National Officer Category, Grade " NOA"**
Type of Appointment	: **Special Short Term contract (SST)**
Duration of Appointment	: **Six (6) months with possibility of extension**
Closing Date	: **11th February 2019**
Reference Code	: **SVN2019/IRQ/033**

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. Aapplications from qualified female candidates are especially encouraged as well as the 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:

The Displacement Tracking Matrix (DTM) is IOM's information management system to track and monitor population displacement during crises. Composed of a variety of tools and processes, the DTM regularly captures and processes multi-layered data and disseminates information products that facilitate a better understanding of the evolving needs of the displaced population, whether on site or route.

Under overall guidance of the Chief of Mission, the overall supervision of the Head of Mission Coordination Unit, under direct supervision of the Head of Information Management Unit and DTM Coordinator, and closed coordination with DTM Officers, the successful candidate will be responsible for the processes and outputs related to database management and mapping in country for all DTM-related products. He/she will be responsible for supporting the maintenance and consolidation of all DTM data, and more specifically the GIS data. He/she will manage the production of general as well as thematic static and/or interactive maps as well as provide required inputs for the development of mapping solutions. He/she will also support the production of other data visualisation outputs, including factsheets and short reports.

Core Functions / Responsibilities:

1. <u>Preparation, conception and production of maps and GIS outputs</u>

1. Conduct thematic/statistical and spatial analysis and geoprocessing tasks;
2. Identify map information needs;
3. Identify and access map information sources;
4. Propose accurate linkages between spatial databases and assessment data;
5. Coordinate timely preparation and generation of information products, and support on products sharing and dissemination to all relevant channels;
6. Contribute to produce periodical DTM reports and maps;

B. <u>GEODATA PROCESSING & MANAGEMENT</u>

7. Develop and maintain GIS field data collection tools and databases;
8. Conduct data validation and cross checking to ensure proper and reliable geodata extraction from within existing databases;
9. Maintain and expand the geodata repository and related metadata;
10. Propose, contribute to the design, and implement actions to improve GIS data quality;
11. Promote the effective use of the designated information system, including geo-platforms and application tools,
12. Manage content on internal and external geo-platforms for sharing knowledge;

C. <u>GENERAL IM</u>

13. Support the capturing, storing and sharing of knowledge;
14. Provide training and assist in skills development support GIS activities;
15. Maintain the strictest confidentiality of data and processes and actively take measures to prevent the unauthorized sharing of information and data
16. Undertake duty travel when necessary;
17. Any other duties that might be assigned.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:
Values
- <u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- <u>Integrity and transparency:</u> maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 3*
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

  - Advocates for collaboration across the Organization and creates collaborative systems and integrated processes to achieve Organizational goals.
  - Builds consensus for task purpose and direction with colleagues at all levels.
  - Monitors and evaluates the effectiveness of partnerships and takes action to enhance their effectiveness.
  - Identifies and breaks down barriers to cooperation within teams, and between teams, units, sections, divisions, and organizations.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

  - Challenges self and team to deliver high quality results, in line with Organizational goals.
  - Leads and facilitates work planning, alerting those involved of potential obstacles and helping to identify suitable alternative options as needed.
  - Persuades management to undertake new projects and services that benefit internal and external clients; uses performance standards to monitor projects.
  - Tailors organizational targets to meet changing demands in the external environment

- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

  - Promotes the development and use of organization-wide knowledge sharing systems that capture all relevant information from sources inside and outside of the Organization.
  - Leads in defining and prioritizing the Organization's knowledge needs.
  - Establishes and fosters a culture that encourages change, innovation and continuous learning.
  - Encourages and supports others to be innovative and actively generates new perspectives on own and team's work.

- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

  - Demonstrates individual responsibility for defining and delivering on the Organization's priorities.
  - Delegates authority to match responsibilities, and holds staff accountable for

agreed-upon commitments.
  • Consistently assumes responsibility for Divisional or Departmental actions by explaining successes, failures, and proposing remedial actions.
  • Invests significant time in creating a culture of accountability and responsibility by using experience and advice to guide others.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

  • Clearly and simply communicates the IOM mandate and seeks opportunities to represent the organization externally to promote its mandate.
  • Communicates confidently, commands attention and respect when speaking, and projects credibility.
  • Influences others and negotiates effectively through a persuasive, flexible approach.
  • Keeps staff informed of decisions and directives of senior management and communicates them in a manner that ensures understanding and acceptance.

Managerial Competencies[1] – behavioural indicators *level 3*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.

  • Proactively develops strategies to accomplish objectives and empowers others to translate vision into results.
  • Provides clear vision, direction and purpose and charts a clear course to achievement.
  • Does not accept the status quo; drives for improvement and change, inspiring others to embrace it.
  • Builds positive influence across the wider organization and strategic relationships with external stakeholders.

- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

  • Encourages individuals to take initiatives and responsibility for putting new ideas/activities into practice and making them work.
  • Supports teams to succeed, devoting dedicated time to empowering people through coaching and mentoring and sharing expertise/knowledge.
  • Inspires enthusiasm and a positive attitude in people towards their work and contribution to the Organization's success.
  • Promotes autonomy and empowerment throughout the Organization.

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[1] As applicable.

- <u>Strategic thinking and vision:</u> works strategically to realize the Organization's goals and communicates a clear strategic direction.

  • Always works with an orientation to the future, encouraging others to consider the Organization's medium and long-term strategy when setting departmental objectives.
  • Steps back from operational issues to focus on a long-term direction for the area of responsibility.
  • Identifies strategic issues and risks that may impede the delivery of the Organization's strategic objectives and addresses concerns in a timely manner to gain buy-in from stakeholders.
  • Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction.

Behavioural

1. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
2. Ability to meet deadlines and work under pressure.
3. Accountability – takes responsibility for action and manages constructive criticisms
4. Client Orientation – works effectively well with client and stakeholders
5. Continuous Learning – promotes continuous learning for self and others
6. Communication – listens and communicates clearly, adapting delivery to the audience
7. Creativity and Initiative – actively seeks new ways of improving programmes or services
8. Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
9. Performance Management – identify ways and implement actions to improve performance of self and others.
10. Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
11. Professionalism - displays mastery of subject matter
12. Teamwork – contributes to a team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
13. Technological Awareness - displays awareness of relevant technological solutions;

Technical

1. Strong practical experience in using Geographic Information Systems (GIS) is essential, specifically ESRI products such as ArcView and / or ArcInfo;
2. Knowledge of analytical software packages (R, SPSS, Stata, Tableau, etc.)
3. Knowledge of Adobe Illustrator and InDesign
4. Preferable: Knowledge of JavaScript and related libraries (D3, Leaflet) for development of interactive webmaps and dashboards;

Education and Experience

- University Degree in computer science/geography or a related field.
- Two years of work experience in GIS/information management, preferably in humanitarian context.
- Experience in managing data collection, entry and maintenance and in using software and programs above-mentioned;
- Experience in product development.

Languages

- Excellent command of English and Arabic and Kurdish are required;
- Any other language is an asset.

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://www.iomiraq.net/vacancies/national-geographic-information-system-gis-officer

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 28.01.2019 to 11.02.2019