

Position: GIS/Database Officer

Reporting to: Country Director

Duty Station: Juba (with occasional travel to other areas in South Sudan)

Closing Date: 07 March 2018

Terms and Conditions: *Renewable Annual Contract (probation period during the first three months), salary according to qualifications, relevant experience and INSO salary grid, 24 working days annual leave per annum, medical coverage for the employee and up to 4 dependents.*

Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is a British charity that supports the operations of other NGOs through coordination platforms that improve the safety of aid workers and access to difficult to reach areas. INSO provides registered NGOs with a range of free services including training on first aid, personal safety and critical incident management; information on the local context and advice on humanitarian access; and support to the management of critical incidents affecting aid workers.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions. The Organisation has grown from innovative start-up to become a globally recognized charity and a valuable component of the humanitarian safety coordination system. Today INSO provides daily support to more than 850 NGOs in twelve of the world's most insecure countries and has earned a strong reputation for performance, principles and professionalism.

INSO South Sudan Country Office

INSO will start operations in South Sudan in early 2018. INSO South Sudan aims to provide free services to more than 100 local and international NGOs in the country, enhance the delivery of aid and preserve the safety of their staff. Specifically, the programme shall provide the NGO community with tailored safety support through 3 main services: Capacity Building (provision of training to aid workers); Information and Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support to crisis and critical incident management). INSO services are envisioned to cover the whole country, with 4 field offices expected to be open in 2018.



Main Responsibilities of the Position

IT

- Plan, prepare, and implement the office IT set-up.
- Ensure all INSO users have access to all relevant licensed software, including antivirus software and Microsoft Office suite.
- Assess threats to INSO's IT systems and ensure they are appropriately mitigated against them.
- Ensure that emails and key electronic files are appropriately stored, protected, and archived.

GIS

- Collection of geographical data for analysis and presentation.
- Conception, preparation, and production of maps related to NGO safety and risk management.
- Close collaboration with advisory teams to ensure accurate and regularly updated/dynamic linkages between GIS maps and INSO's Incident Database.

Incident Database Management and Analysis

- Manage and keep up-to-date the INSO South Sudan Incident Database
- Provide direct support to programme staff to ensure the proper formatting of information products.
- Provide direct support to programme staff to ensure the production of high quality data visualization.

Registration Database

- Manage the Partner's Registration Portal, keeping the registration database up-to-date.
- Serve as INSO's focal point to partner organizations for registration related processes.

Mandatory Requirements

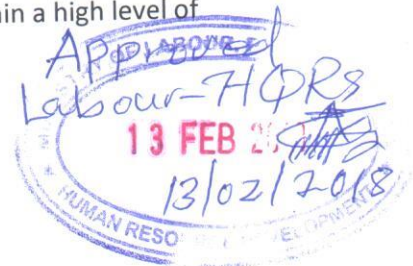
- Graduate degree or equivalent experience in Information Systems, GIS, IT or a relevant discipline.
- Maintenance of confidentiality and protection against unauthorized dissemination of data and information at all times.
- Professional working proficiency in English and one or more local languages with excellent writing skills in both.
- One-year GIS and/or data management experience, preferably with an NGO.
- Ability to frequently travel from Juba to other areas of the region.
- Superb computer skills and knowledge of Windows and Office programs with capacity to train other staff in basic computer skills.
- Demonstrated ability to use ArcGIS/QGIS to produce and update datasets and map products.
- Demonstrated ability to use Microsoft Office suite programmes including but not limited to; Publisher, Outlook, Powerpoint, Word, and Excel.

Key Personal Competences

- The position requires the holder to be able to undertake tasks at short notice with due regard to the developing events.
- The holder must display the ability to work under pressure and multitask.
- The holder must display the ability to learn new tools, prioritize workload, think critically, think creatively, identify problems, and develop and implement solutions.
- The holder must display a high degree of ethics and with a high sense of responsibility.
- The holder must safeguard against the access of information by unauthorized parties.
- The holder must display ability in capacity building of other staff when need be.
- Demonstrated understanding of humanitarian principles and practices.
- This position requires a degree of flexibility with respect to working hours and duties.
- Ability to excel in a multicultural work environment.

Desired Characteristics (Applicants SHOULD have 1 or more of these)

- Two or more years of work experience with NGOs in GIS/IT.
- Demonstrated capacity to work with minimal supervision and maintain a high level of engagement.
- Cross-cultural or international experience.
- Staff management experience.



How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org before **07 March 2018** 24h00 local time, and reference "**INSO GIS/Database Officer**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up to date CV (**2 pages maximum**).
- Links or copies to 2 or 3 publicly accessible maps authored by the applicant.
- Contact information for 3 referees (preferably, work-related and from previous line managers).

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope at Amarat Classic Hotel, Hai Amarat, Juba, clearly indicating "**INSO GIS/Database Officer**" on the envelope.

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective gender. INSO as an Equal Opportunity Employer. **Please no unsolicited emails or phone calls. And please avoid sending duplicate copies.**