



ACTED

REACH

Informing
more effective
humanitarian action

Administration & HR
HR-N9
Version 01/2022

TERMS OF REFERENCE

REACH GIS Officer

MISSION

Department: REACH, ACTED South Sudan

Base: Juba

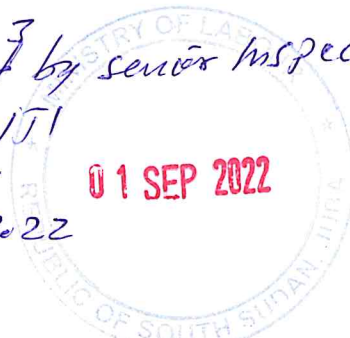
Contract: Full Time

Duration: 6 Months [Renewable]

Issuing date: 01st September 2022

Closing date: 20th September 2022

50-H-3
Approved by senior Inspector
M&L/RS/IT
01/09/2022



REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction, and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Their interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Their 3,300 staff is committed in to responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

IMPACT, through its own activities, or through REACH, has been implementing programming in South Sudan since 2012. Responding to the Sudan Border Crisis, REACH initially engaged through coordinated information management support – in the form of refugee camp mapping and service provision analyses, thematic assessments, and multi-sectorial needs assessments – in Maban County, Upper Nile State and Pariang County, Unity State. IMPACT was engaged by DFID to provide a series of impact evaluations of their BRACE programming across Greater Bahr el Ghazal and Upper Nile States in 2013; a programme with run for two years, included 5 total assessments, and touched a total of more than 20,000 households. Immediately following the conflict of December 2013, REACH expanded its programming to include the IDP response, participating in Initial Rapid Needs Assessments of conflict affected areas, providing mapping and monthly service provision analyses for major IDP sites around the country, and running large-scale IDP return intentions assessments.





2018 has seen the expansions of both IMPACT and REACH programming to 10 out of 10 states, spanning the refugee, IDP and development responses, and covering diverse activities such as cross-border port monitoring, assessments of hard-to-reach areas, flood mapping and vulnerability analysis, market monitoring and supply chain analysis, analysis of tensions and conflicts over access to natural resources, and third-party monitoring of humanitarian and development programming.

HIERARCHICAL RELATIONS

Under the authority of:

- In country: ACTED Country Director
- In country: REACH Country Coordinator
- In country: REACH GIS Manager/Specialist
- In country: REACH GIS Officer

Responsible for:

- N/A

FUNCTIONAL RELATIONS

Internal relations:

- ACTED Country Director
- REACH Country Coordinator
- REACH Research Manager
- REACH GIS/ Assessment Officers
- REACH Field Coordinator

External relations:

- External partners as relevant

OBJECTIVES

1. Be proficient in all functions related to the position, as stipulated below.
2. Be a contributing member of the GIS/data team, and the Humanitarian Situation Monitoring (HSM) team.

FUNCTIONS

Summary

Under direct supervision of the REACH GIS Manager, with line management by the Humanitarian Situation Monitoring (HSM) Research Manager, the REACH GIS Officer shall be responsible for:

- Data processing and management
- Supervision and monitoring of mapping related data collection
- Product support
- Project development support
- Technical support
- Internal communication processes
- Confidentiality and Data Protection
- Any other tasks need to ensure the success of the REACH mission in South Sudan

1. **Data processing and management:** The REACH GIS Officer will support the maintenance of database(s) for the consolidation of all assessment-related and GIS data in country. He/she will ensure the capitalisation of tools and procedures related to mapping and databases. Furthermore, he/she will support the assessment team in the collection and management of spatial datasets, verification and update of the collected data. He/she will monitor the accuracy of collected data:
 - 1.1. Identify map information needs
 - 1.2. Identify and access map information sources
 - 1.3. Ensure accurate linkages between spatial databases and assessment data





1.4. Ensures that the produces maps meet the requirements of REACH and concerned partners

2. Supervision and monitoring of mapping related data collection

- 2.1. Conceptualise methodologies for collecting data in the field, as according to need
- 2.2. Organise and supervise GIS field missions
- 2.3. Monitor accuracy of data collected
- 2.4. Cross check data collected in the field, ensure regular updates and solve eventual discrepancies

3. Product development support

- 3.1. Assist in the creation of monthly products such as maps, factsheets and presentations

4. Project development support

- 4.1. Ensure that REACH project staff collects the necessary information to permit creation of maps by liaising and coordinating with REACH project staff
- 4.2. REACH workload permitting, make maps for external agencies and the ACTED programme department

5. Technical support

- 5.1. Contribute towards the identification and implementation of effective and adapted technical solutions and partnerships
- 5.2. Support the collection of spatial datasets and integration with REACH activities
- 5.3. He/she will also support the GIS team on regularly monitoring of updating ODK tools, including dissemination of information through the KoBo Toolbox

Any other tasks needed to ensure the success of the REACH mission in South Sudan

This position may involve being called upon to work on other REACH programmes in various locations in South Sudan as needs dictate and the security situation allows.

Confidentiality and Data Protection

The REACH GIS Officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorised sharing of information and data.

Accountability to Communities and Beneficiaries

The staff member is responsible for ensuring that all relations with the communities REACH and partners work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about REACH programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every REACH staff member.

TECHNICAL SKILLS

- **Software skills:** Knowledge of ArcGIS and/or QGIS. Proven knowledge of Microsoft office including Word, Excel, and PowerPoint. Knowledge of R, STATA, python or equivalent statistical software an advantage.
- **Research skills:** Excellent research and analytical skills required, an ability to analyse large data sets, as well as conduct temporal or spatial trend analysis. Demonstrable experience with geo-spatial information management and analysis. Excellent spatial analysis skills.
- **Multi-tasking skills:** Ability to multitask with tight deadlines, on numerous research cycles.





- **Cross-cultural work environment:** Ability to operate in a cross-cultural environment requiring flexibility.
- **Language skills:** Fluency in English required, competency in Arabic and other regional languages an asset.

Application Submission:

To apply, please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Office in Hai Cinema behind concord Hotel Submissions must be delivered not later than 20th of September 2022 at 5:00PM on this day or send an email to juba.hrofficer@acted.org & grace.newton@reach-initiative.org

Please ensure that you apply using your document copies, include an up-to-date telephone number plus the position details on your envelope.
Applications will not be returned and Shortlisted candidates will be notified

