



Information Management (ICT & GIS) Officer - 1 (based in KTM with frequent travel to field)

- **Vacancy for:** 1
- **Posted on:** Aug. 2, 2017
- **Deadline:** Aug. 23, 2017, 5 p.m.

Starting Date: 1st September 2017

Contract Details: Full Time, Initially 12 months (includes 3 months of probation) with possibility of extension

Purpose:

Working as an important member of a diverse team, who are committed to serve the world's most vulnerable, the Information Management Officer develops, leads, monitors and evaluates the ICT and GIS activities required by the country programme. On a day-to-day basis this involves managing the IT and communication equipment to ensure it is used effectively within the programme, and pro-actively supporting team members in data collection and analysis, in line with the overall programme objectives. Important aspects of the role include training staff in data collection and data management best practices, to develop Medair's market position towards lead mapping agency, liaising with other stakeholders, and anticipating, planning, and contributing to the development of Medair's Information Management capacity in Nepal by working with other Medair teams.

Key Responsibilities:

GIS and Information Management:

- Manage the use of GIS in order to support the project objectives within budget and within the allotted time frame and report promptly any operational concerns to line manager (e.g. projected failure to meet objectives; increased beneficiary needs; projected over or under spending on project budget)
- Within the field of GIS, IM and Medair's overall country strategy, develop a pragmatic but challenging vision to collect, analyse and represent data linked to geographical references to better serve affected families and communities.
- Provide leadership in the humanitarian GIS community, working to ensure both short and long-term positive impacts and outcomes for the beneficiaries, coordinating bodies, and other NGOs
- Lead and monitor mapping activities, evaluating progress through outputs and impacts, involving other team members in the analysis of data and taking appropriate action as needed to ensure continued progress
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project
- Ensure accurate and timely reporting of activities according to Medair, donor and other applicable timeframes and formats
- Develop new proposals, linked to the assessed needs and gaps and the Medair country strategy, in conjunction with the relevant field managers and the HQ technical advisor.
- Participate in IM coordination meetings, Medair internal trainings, and other working groups or meetings as required, representing Medair and feeding back to the staff and management team on relevant issues
- Provide adequate data for the development of new proposals, linked to the assessed needs and gaps and the Medair country strategy, in conjunction with the Country Director
- Develop maps, infographics, and graphic elements integrating a range of data formats for use in planning and reporting using organizational templates and styles
- Develop the electronic data collection tool using different available platform (e.g. ODK, KoBo, Akvo) for the program requirement and provide training to the partner staffs and field enumerators about its use and application. Assist in analysing the collected data for Monitoring and Evaluation of the projects

ICT Management:

- Provide ICT hardware and software support to all project locations (i.e. to main, support and field bases) by:
- Establishing and managing network(s), where applicable
 - Installing new software
 - Repairing PCs and laptops as required

- Maintaining printers and other peripherals in good working order
- Troubleshooting problems with hardware and software, finding quick and cost-effective solutions

- Ensure all hardware and software systems are up-to-date, by running and installing the latest hardware and software updates in all locations
- Ensure all PCs and laptops are correctly and appropriately configured
- Support the management of ICT related assets within the programme, through budgeting, procurement and tracking
- Assist in developing plans for use of technology in project activities (e.g. Red Rose), including research, testing, and troubleshooting

Communication Equipment:

- In coordination with logistics team, oversee the maintenance and use of communication equipment in all project locations, ensuring essential equipment is kept in good repair at all times. Communication equipment may include VSAT, static and mobile HF and VHF radios, satellite phones, mobile phones and landlines
- Liaise, as appropriate, with service providers of communication equipment and other Medair departments (such as Logistics and Finance) to ensure value for money and continuity of service at all times
- Monitor developments and usage of communication equipment, applicable to the local situation, and make recommendations to the relevant people and/or departments within Medair either at country or HQ level, in order to ensure Medair is making the best and most cost effective use of available technologies within budgetary constraints

Training:

- Provide appropriate ICT, GPS enabled devices and communication equipment training for Medair staff, as required, through one- to-one coaching and/or taught sessions. This may include basic introduction to Windows and Office applications, e-mail and internet use, intermediate
- Ensure the relevant staff are appropriately trained in the maintenance and use of essential communication equipment, particularly those working in remote field locations
- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Job Specifications:

- Bachelors in GIS/Geomatics or any other related discipline such as Information Technology, Information Management, Computer Science and others with at least 2 years of working experience in relevant field.
- Experience in GIS development and knowledge of ESRI ArcGIS package. Knowledge of database and statistical software (e.g. Access, SPSS, ENA for Smart, Epi info) is desirable.
- Previous experience with mobile data collection (ODK, Akvo, KOBO)
- Excellent communication and interpersonal skill with fluency in spoken and written English and Nepali languages.
- Work pro-actively, can prioritize work to meet deadlines and handle work pressure.
- Creative, open-minded, flexible, team player, having the aptitude for community mobilization and capacity building.
- Have experience in mentoring/training/coaching staffs.
- Good numerical, report writing and administration skills with problem solving ability and servant minded leadership.
- Knowledge of humanitarian principles, Sphere and HAP Standards and other international humanitarian guidelines and protocols is a plus.
- Able to take the initiative in project decisions, enforce procedures, delegate.
- Willingness to travel and work in remote and rural VDC of Ramechhap district in basic living condition.
- Expert in all Microsoft office applications, in particular Word, Excel, Outlook and PowerPoint.

Applying Procedure

Qualified and interested candidate should fill out the form by clicking this link <https://goo.gl/5T9H5U> in new tab before **23rd August 2017**. Only shortlisted candidates will be contacted for further selection process. Woman and candidates from marginalized castes and ethnic groups are encouraged to apply.

