



Date of first publication: 27 February 2010

Office of the UN Resident Coordinator in Nepal
is looking for a dynamic, results-driven Nepalese citizen for the position of
Geographic Information System Analyst

Contract Type: Fixed-term Appointment

Grade: **NO-A**

Duty Station: Kathmandu

Responsibilities

Under the supervision of the Information Management Officer or the Head of the RCO, as the case may be, the Geographic Information System Analyst will support the integrated RC/HC Office, the Field Offices Coordinator as well as the Information Management Unit in their cartographic and information services needs. S/He will also be responsible for GIS data management, cartography, spatial analysis and data preparedness. The GIS Analyst works in close collaboration with field coordinators, and with the database management clerk.

For detailed Job Description of the position, please visit the following UNDP website: <http://www.undp.org.np/vacancy>

Qualifications Requirement

Education:

Advanced University Degree (Masters Degree or equivalent) preferably in Geographic Information System, Computer Science or other relevant field.

Experience:

- Minimum of 2 years of progressively responsible relevant professional experience;
- Ability to work systematically and handle confidential material with discretion;
- Strong practical background in GIS and cartography, including knowledge of current GIS software (ArcGIS, ERDAS Imagine), knowledge of related software systems (Illustrator, Google Earth, MS Access, MY SQL and other spatial databases), knowledge on remote sensing image processing, knowledge on various GIS and related open source tools and techniques;
- Ability to work in a multi-culture environment; and
- Proven team-working skills.

Language Requirements:

Proven communication skills in written and spoken in English and Nepali languages.

Applications should be submitted no later than 18 March 2010
by e-mail, to hrrmu1.np@undp.org or in a sealed envelope to
**UNDP Operations Department (Ref: GISA/UNRCO), UN House, Pulchowk
P.O. Box 107, Kathmandu, Nepal**

(Only applicants who are short-listed will be contacted for recruitment process)

Applicants must submit the updated standard UN Personal History Form (P.11)
available at UNDP Website: <http://www.undp.org.np/vacancy>

Work experience and/or academic knowledge in relation to gender and social exclusion will be an added advantage. Women, Dalits, Janajatis, Madhesis, people with disabilities, and other minorities are especially encouraged to apply.

UNDP has a policy to have a gender balance in its staff at all levels by 2010.

NOTICE

UNDP, as a matter of practice, does not charge any application, processing or training fee at any stage of the recruitment process. If you have any questions as to vacancy announcements you may have received, please refer to this website.

UNDP is currently aware of fictitious vacancy announcements that are being circulated through the internet, the purpose of which is to get people to register for a training and send in a fee. If you believe that you have received such a notice, please forward it, and any other related information you have received, to "scamalert@undp.org". Since logos, emblems, names and addresses can be easily copied or reproduced, you are advised to take particular care in applying for vacancies, including undertaking all appropriate measures to protect against the unauthorized use of any personal information you may have provided as a result of the scam.



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

Position : Geographic Information System Analyst
Level : NO-A
Contract type : Fixed-term Appointment
Duty station : Kathmandu, Nepal

II. Organizational Context

The position is based in the United Nations Resident Coordinator Office (UNRCO) in Kathmandu, Nepal.

Under the supervision of the Information Management Officer or the Head of the RCO, as the case may be, the Geographic Information System Analyst will support the integrated RC/HC Office, the Field Offices Coordinator as well as the Information Management Unit in their cartographic and information services needs. S/He will also be responsible for GIS data management, cartography, spatial analysis and data preparedness. The GIS officer works in close collaboration with field coordinators, and with the database management clerk.

III. Functions / Key Results Expected

Summary of key functions:

- Support to the RCO, UNCT and IASC by providing GIS and cartographic products and services;
- Support to the coordination of humanitarian responses;
- Build and update a national data repository;
- Maintain various GIS data and map products as required;
- Contribute to Kathmandu valley Earthquake preparedness and data preparedness;
- Provide support for capacity building for various UNCT and IASC partners as required; and
- Any other activity as reasonably requested by supervisor.

1. Support to RCO, UNCT and IASC by providing GIS and cartographic products and services:

- Collect, produce and maintain spatial and related information as required;
- Ensure the development and production of thematic and reference maps and related mapping documents to effectively support the RCO, UNCT, IASC, and partner organizations based on cartographic needs and priorities;

- Identify requirements for spatial analysis and products relevant activities of IASC/UNCT;
- Prepare and distribute maps in various formats (hard-copy from small to large format printing, digital and web-compatible);
- Overall assistance to GIS activities and support to management;
- Work closely with RCO/UNCT to develop a wide range of maps for different missions, simulation exercises and national and international workshops/seminars;
- Regularly update maps for websites and disseminate maps to government counterparts and other stakeholder;
- Facilitate the efficient use of geospatial information and derived information products within the UN and with partners;
- Generate other development and humanitarian related maps as required; and
- Update and assimilate global mapping standards, policies and procedures.

2. Support to the coordination of humanitarian responses, including in case of natural disasters;

- Lead and support data readiness efforts at national and global level by ensuring that a data readiness survey is complete and a national agreement on data sharing in regard to natural disasters is in place;
- Coordinate and provide support for satellite imagery based mapping under various international space charters in case of major disaster;
- Update minimum common operational datasets and optional datasets in case of emergencies; and
- Participate in field missions whenever necessary.

3. Build and Update National Data Repository :

- Actively participate in collecting, consolidating, cleaning and managing data sets in line with the UNCT and Government of Nepal's needs;
- Ensure that the data repository is updated with the latest information developed at field level; and
- Acquire and maintain national and global disaster related datasets, satellite imagery.

4. Maintain various GIS data and map products as required:

- Responsible for managing OCHA's map store and product catalogue;
- Maintain a map centre at UNIC for wider dissemination of the map products;
- Responsible for managing various GIS data layers systematically; and
- Coordinate with various agencies including government to acquire spatial/non-spatial datasets as required.

5. Contribute to Kathmandu valley Earthquake preparedness and data preparedness:

- Collect historical data and reports related to Kathmandu Valley Earthquake;
- Responsible for the collection, data structuring and archiving of geographic information related to data preparedness;
- Strengthen Kathmandu valley earthquake preparedness and data preparedness initiatives in Nepal by working closely with UN agencies and

government line agencies;

- Prepare concept papers on current status of data preparedness in Nepal;
- Acquire national and global disaster related datasets; and
- Monitor DesInventar and KERMIT databases.

6. Provide support in capacity building of various UNCT and IASC partners as required;

- Support the UNCT members and partners, to identify their cartographic needs and advise on the GIS products and mapping services;
- Organize training to RCO staff and partners on effective use of GIS;
- Support national forum such as National GIS society, GIG, NRSS etc.; and
- Support UNCT and IASC partners to collect data.

7. Any other activity as reasonably requested by the supervisor;

- Any other duties as may be requested by head of RCO, senior management and supervisor

IV. Impact of Results

The GIS Officer will contribute to overall increased efficiency of the RCO office including improved decision making, better information management and client services. This in turn will result in management and generation of accurate, up-to-date and timely geographic information products and services that will collectively support the development and peace building aims of UN and the Government of Nepal.

V. Competencies

Corporate Competencies

- Demonstrate commitment to UN mission, vision & values.
- Display cultural, gender, religion, race, nationality & age sensitivity and adaptability

Functional Competencies

1. Knowledge Management & Learning
 - Shares knowledge & experiences.
 - Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
2. Cooperation & Team Spirit
 - Displays harmonious & cooperative spirit to colleagues.
 - Strives for supportive working environment and positive working relationship.
3. Communication
 - Speaks clearly & articulately.
 - Makes good impression in oral communication.
 - Responds positively even under pressure.
 - Is a good listener and is careful to deliver the message with accuracy.
4. Leadership & Self-Management
 - Focuses on result for the client and responds positively to feedback.
 - Consistently approaches work with honesty, integrity, energy & vitality.
 - Demonstrates openness to change and ability to manage complexities.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• Advanced University degree (Masters Degree or equivalent) preferable in Geographic Information System, Computer Science or other relevant field.
Experience & Skills:	<ul style="list-style-type: none">• Minimum of 2 years of progressively responsible relevant, professional experience;• Ability to work systematically and handle confidential material with discretion;• Strong practical background in GIS and cartography, including knowledge of current GIS software(ArcGIS, ERDAS Imagine), knowledge of related software systems (Illustrator, Google Earth, MS access, MY SQL and other spatial databases) ; knowledge on remote Sensing image processing, knowledge on various GIS and related open source tools and techniques;• Ability to work in a multi-culture environment; and• Proven team-working skills.
Language Requirements:	Proven communication skills in written and spoken in English and Nepali.