



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Associate GIS Database Officer, (UNOPS - IICA I)

Global Systems Unit, Field Information and Coordination Support Section
(FICSS), UNHCR Copenhagen

UNHCR, the UN Refugee Agency, is offering an Associate GIS Database Officer position (UNOPS - IICA I) within the *Field Information and Coordination Support Section (FICSS)*, of the *Division of Programme Support and Management (DPSM)* in our Copenhagen Headquarters in Denmark.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: Associate GIS Database Officer

Duty Station: Copenhagen, Denmark

Duration: 1 October 2019 through 31 December 2019

Contract Type: International Specialist (UNOPS IICA1)

Closing date: 10 September 2019 – midnight CEST

Background and Organizational context

Following the successful implementation of the UNHCR IM strategy (2012-2014), GIS (geographic information systems) technology and Esri ArcGIS software, specifically, was deployed organization-wide. The use of GIS and ArcGIS software is now an integral component of daily operational functions by multiple operations, leveraged for various activities at the field, regional, and headquarters levels, necessitating geodata management and user support to be provided and coordinated from headquarters.

FICSS, in collaboration with the DPSM technical sectors, is pursuing a revised approach to GIS, mapping, and geodata management through its GIS Interoperability Project (eSite). The GIS Interoperability Project (eSite) aims to join diverse datasets together through shared geographic attributes and to establish a centralized web platform that will allow UNHCR

colleagues to discover, consume and publish relevant geospatial information, data, and analyses, including their own maps.

GIS technology allows the integration of datasets of various formats in complex and scalable geo databases.

The candidate will be a member of the FICSS Global Systems team and will be responsible for the administration of eSite database.

Duties and responsibilities

- Daily administration of geospatial and non-geospatial data into the platform;
- Ensure the coherence, integrity and consistency of the data and manage internal and external access;
- Perform Database management tasks as required: data creation, editing, manipulation, conversion, filtering, retrieval, querying, auditing, archiving, etc.;
- Perform geoprocessing tasks: geocoding, georeferencing, vectorization, detect and solve topology issues and anomalies;
- Participate in the identification and collection of data to be imported and advise on targeted pertinent information;
- Support data analysis and interpretation.
- Control data security and perform data quality assurance;
- Produce weekly briefings and monthly status reports;
- Any other tasks as required.

Essential minimum qualifications and professional experience required

- University Degree in Geographic Information Systems (GIS), Computer Science, Information Systems, Information Technology or a related field;
- Excellent knowledge of GIS systems, spatial data, database systems, coordinate systems;
- Excellent knowledge of ArcGIS, ArcGIS Online and other Esri products;
- Excellent knowledge of DBMS tools and platforms;
- Strong data entry skills;
- Proficiency in Microsoft Excel;
- Experience with data analysis methods, visualization and reporting;

- Excellent written and spoken English;
- Knowledge of online sources of public GIS-compatible data;
- Be detail-oriented and
- Relevant previous experience with UN or INGO working in humanitarian and development activities.

Desired:

- Experience with CAD data;
- Three (3) to five (5) years of relevant experience in GIS, Information Management, or a similar field;
- Previous UNHCR experience is an advantage and
- Working knowledge of another UN language.

Location and conditions

The successful candidate will be based with the UNHCR team in Copenhagen, Denmark.

It is a full-time role with working hours from 8.30am to 5pm, Monday to Friday (40 hours per week, with a half-hour break for lunch).

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to hqdpmsrm@unhcr.org indicating **Associate GIS Database Officer** in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.