**Title of post:** GIS Officer

| **Example Posts** | **Reporting Line** |
|---|---|
| Cartographic Officer, GIS Coordination Officer | Information Analyst |

**Education**
➢ Masters degree (or equivalent technical knowledge through work experience) in IT, cartography, GIS

**Experience**
➢ At least 3 years of work experience in the field of GIS, especially cartography during relief operations
➢ Proven ability and experience interacting with a wide range of organizations while upholding humanitarian principles of impartiality and neutrality
➢ Training in mapping and database development is required

**Language**
Fluent in written and spoken English (or international language use).

**Skills**
➢ Strong analytical thinking
➢ Ability to adapt to tight deadlines and difficult working conditions
➢ GPS data collection and data processing skills
➢ Cartographic skills
➢ Strong technical experience in mapping and database development
➢ Thorough knowledge of ArcGIS Desktop application, Mapinfo, etc.
➢ Strong problem solving skills
➢ Practical knowledge of standard software packages (MS Font Page, Access, Power Point)

**Role description and responsibilities**
➢ Serve as inter-agency focal point for the generation and dissemination of maps and spatial data related to the findings of the multi-cluster or interagency assessments
➢ Liaise with other GIS officer from other Clusters or institution
➢ Establish cartographic standards and operating procedures to support efficient production and updating of map products.
➢ Establish and maintain databases and other data storage and analysis applications to maintain critical operational information
➢ Produce updates to standard maps by incorporating updated data layers and modifying symbologies.
➢ Manage the catalogue of map products.
➢ Produce maps in a standardized fashion for distribution in both hard copy and on the web site in various formats
➢ Develop and maintain a system for regular distribution of hardcopy and softcopy maps to the field staff
➢ Maintain map and data inventory relevant to the crisis

**Assessment Coordinator:**

Name: _____

Position: _____

Signature: _____

Date: _____

**GIS officer:**

Name: _____

Position: _____

Signature: _____

Date: _____