



INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) Senior GIS and Database Manager

Reporting to: Head of AM&EL Unit /Senior AMEL Delegate

Supervisees: One GIS and Database Officer, one data entry staff, technically supervises M&E officers in the Projects

Frequent contact with: Programs M&E officers, Sr. M&E Manager, Program Staff, IT staff, Partners, NHQ GIS Unit.

Location: Port-au-Prince with travels in all ARC involved areas

Purpose: The American Red Cross (ARC) Haiti Assistance Program (HAP) was established to direct the organization's response to the 2010 earthquake in Haiti. HAP activities focus on integrated community recovery and preparedness interventions in Haiti working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and also through external partners.

The purpose of this position is to support AMEL Unit in the design, development, implementation and management of GIS activities and ARC databases; Apart from GIS and Database duties, the Sr. GIS and Database Manager will be the focal point for all discussions and decision-making related to ICT4D in American Red Cross, Haiti Program.

Specific duties and accountabilities

The Senior GIS and Database Manager's responsibilities include but are not limited to:

Overall duties

- Represent ARC in all internal and external discussions related to GIS, Databases, and ICT4D related new and innovative activities
- Be the key person to advise on the use of new technologies in AMEL unit. Analyze the advantages and benefits, and also anticipate the inconvenience and cost effectiveness of the use of the technologies.
- Liaise with NHQ on the needs for GIS related data management and work closely with them to develop interactive maps and other innovative ways of promoting and presenting GIS
- Technically lead and guide and manage implementation of ARC databases
- Support M&E team in conducting surveys and studies by taking charge of design, training and managing mobile technology and GIS part of the surveys
- Strengthen or build the capacity of programs and partners staff in GIS, Database and ICT4D

GIS

- Take responsibilities for effective planning, and work plan development for GIS sub-unit taking stocks of projects and partners' need, areas of interest and priorities in GIS for program development, and implementation support.
- Initiate the discussion with Project and Partners around the need, application and training for staff and partners on GIS and its effective application for the program. Note the recommended actions and work for further support.
- Develop a work plan considering the handover notes of the former Sr. GIS Manager and guide and supervise GIS officers for the day to day works and in providing strategic direction for the GIS works in ARC.

- Act as a key person to coordinate with internal NHQ and third party related to GIS discussion, training and technologies.
- Work with NHQ-GIS to develop interactive maps of the HAP program activities.
- Explore use of new technologies, platforms and use of GIS relevant to development projects. Recommend the management the possible benefits and cost of such new efforts for decision making.
- Contribute in the production of key strategic maps for the projects, providing proper guidance to the GIS and Database Officer.
- Work closely with GIS team and provide support to gather and enter geo-tagged data into GIS System.
- Ensure that all available and relevant data are shared with the GIS team to develop geo-tagged maps.
- Work with AM&EL team members to participate and contribute on surveys, lead application of mobile technologies and GIS during the survey and facilitate the survey data collection.

Database management

- Play active role in the promotion and sharing of AiD PRO database recently developed in ARC.
- Train staff and users of AiD PRO and provide necessary orientation on its use and application in coordination with AMEL Delegate and GIS Unit.
- Take the lead role in the technical support of AiD Pro and other databases of ARC such as FRM database and provide timely support.
- Ensure working together with M&E Manager that projects and partners provide regular data on Indicators, Beneficiary reach and location and that the AiD Pro system is functioning well.
- Check and inform if data are timely submitted by the project and partners and if not, raise the issue with the Sr. AMEL Delegate in time.
- Together with M&E Manager, summarize the reports on indicators, beneficiaries, and activities for monthly and quarterly reporting purpose.
- Assess and identify needs in coordination with Project and M&E staff to develop other suitable databases for the project specific purpose (offline).
- Train staff in the use, data collection procedures and reporting systems from the existing and new databases.
- Provide technical assistance to partners in the design and development of databases, when required.

Duties applicable to all staff

- Suggest improvements or efficiencies in the relevant work areas that could be implemented.
- Understand and practice the Principles of the Red Cross & Red Crescent Movement.
- Establish and ensure effective working relationships with all staff
- Ensure effective working relationships with National Society counterparts and leadership
- Ensure effective working relationship with technical and service departments at national, delegation and headquarters level
- Perform other work related duties and responsibilities as may be assigned by the supervisor
- Work towards the achievement of overall goals of the operations in the delegation through effective managerial and lateral relations and teamwork
- Respect and work within the code of conduct of the Red Cross Movement
- Support the realization of overall ARC HAP goals through effective teamwork and occasional cross support to other programs.
- Promote clear and effective communication through regular administrative documentation of work progress.
- Understand and implement the Core Principles of the Red Cross Red Crescent Movement.
- Develop a good working relationship with HRC.

General Skills, Qualifications and Experience

- Master degree in GIS /software engineering, or in the field related to the above job description
- Minimum 8 years of working experience in INGOs or private sectors with sound practical experiences in GIS, database development and management, including web-based applications development and management
- Practical ability to develop and implement databases in the platforms such as MS Access, MySQL, MS SQL server systems
- Professional level experience in GIS, and knowledge of ArcGIS software

- Prior working experience in data management and supervision of data entry
- Knowledge of mobile-based data entry software such as Fulcrum, ODK and others desired
- Knowledge of statistical software such as SPSS, STATA desired
- Previous knowledge and capacity to train and coach staff in database systems
- Demonstrate professional maturity and good interpersonal skills for teamwork, and good written and verbal communication skills;
- Ability to work to meet deadlines in multiple tasking environments;
- Experience working for the Red Cross/Red Crescent or other international humanitarian organization
- Ability to work effectively under pressure and to organize and prioritize competing activities
- Good report writing skills
- Flexibility, patience, dedication, creativity and leadership
- Proficiency in Creole, French and English

The Code of Conduct (CoC) forms an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 5:00 pm April 24, 2017 at the following addresses:

**Att.: Human Resources
Senior GIS and Database Manager
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110**

Or

amcrosshrrecruitment@gmail.com with Subject : Senior GIS and Database Manager

Please notice that only selected candidates will be contacted.