**Job Title: Geographic Information Systems (GIS) Analyst**

**Department: Global Knowledge and Information Management (GKIM)**

**Work Location:**

**Reports To: Director, ICT4D & GIS**

**Job Summary:**

CRS has prioritized Information and Communications Technology for Development (ICT4D) as a core competency.  As part of this core competency, CRS is developing ICT tools and associated skills to support activities across program areas, such as digital monitoring and evaluation and analysis of resulting data.

As a key driver of this core competency, the analyst provides internal GIS consultancy services dedicated to building GIS capacity and supporting the successful and appropriate implementation of GIS solutions.  Additionally, the GIS analyst is a key member of the ICT4D community within CRS and is active in promoting the smart and effective use of GIS to support CRS programming.

The geographic information systems analyst will develop map products and apply spatial analysis techniques to multiple humanitarian aid, international development and other projects underway at Catholic Relief Services (CRS).  The map products serve as valuable communication tools while spatial analysis aims to improve the efficacy of programs.  Examples of similar work at CRS include: analysis of malaria knowledge, attitudes and practices to answer questions about where malaria education campaigns would have the greatest impact; and predictive analysis of walking paths to optimize placement of food distribution sites.

**Responsibilities:**

*Cartography*

* Evaluate and keep current symbology and style sheets for map production as part of a set of templates for use throughout the agency.
* Evaluate publicly available data sources and their fitness for use.
* Evaluate data that will be collected via mobile devices and identify the best approach to visualize it using ArcGIS Desktop, ArcGIS Pro or ArcGIS Online.
* Create ArcGIS feature classes from data collected via mobile devices in the field.
* Define projection and coordinate systems.
* Prepare high quality map products, using professional cartographic practices.
* Use story map templates and other available publication options to make interactive maps accessible using ArcGIS Online.

*Spatial Analysis*

* In coordination with overseas project staff, define questions to answer using geospatial analysis.
* Create work plan for geospatial analysis initiatives.
* Determine appropriate technology to use to meet defined requirements – ArcGIS Desktop, ArcGIS Pro or ArcGIS Online – as well as the appropriate add-ins/toolkits.
* Define and implement analytic approach using selected tool(s).
* Create documentation for all work products; document case study results and prepare corresponding presentation materials.

*Enterprise GIS*

* Champion the opportunities that GIS offers to CRS and contribute to the evolution and implementation of the agency’s GIS roadmap.
* Incorporate geospatial technology into enterprise systems (examples include SalesForce and ERP) and define common processes for GIS implementation efforts.
* Conduct GIS technology and services tradeoffs and carry out related procurement efforts.
* Serve as an escalation point for GIS system operations, maintenance and support.
* Lead GIS system definition efforts including elicitation of business needs, definition of potential solutions to meeting those needs and incorporation of GIS into proposals.
* Proactively identify areas for capacity development, develop and curate GIS training curricula/content and deliver trainings both onsite and remotely.
* Assess and remain current about emerging trends in the use of GIS in the relief and development sector.

**Key Working Relationships:**

* CRS’ ICT staff; technical experts across sectors; monitoring & evaluation staff; field project staff; various HQ staff; owners of CRS business systems; and technology vendors.

**Qualifications:**

*Education / Certifications*

* + Master’s degree in GIS related field or equivalent experience.
  + Minimum of 3 years’ experience in GIS analysis.
  + Esri ArcGIS Desktop Certification (10.1 or higher; Associate or Professional level)
  + Experience with UML 2.0 highly preferred.
  + ITIL Foundation Certification desired.

*General Experience*

* + Experience delivering GIS training to both technical and non-technical audiences; both in person and remotely.
  + Experience developing work plans (project plans) that address all phases of solution delivery and managing project risk and dependencies.
  + Good understanding of business analysis and business process mapping (using industry standards); ability to capture as-is and to-be business models.
  + Experience with vendor selection and management including developing RFPs, SOWs and managing/monitoring vendor work activities

*Technologies*

* + Extensive experience using ArcGIS for Desktop version 10.x
  + Experience using ArcGIS Online strongly preferred; experience using ArcGIS Pro and Collector for ArcGIS desired
  + Demonstrable experience applying core concepts of cartography to quality map production
  + Demonstrable experience applying spatial analysis to solve real-world problems
  + Strong understanding of relational databases (SQL Server strongly preferred), data modeling and general geodata management technologies.

**Personal/Professional Qualities:**

* Ability to communicate technical concepts to non-technical audiences.
* Excellent interpersonal, presentation and oral and written communication skills.
* Ability to thrive as part of a geographically distributed team.
* Ability to work independently and be self-driven.
* Highly responsive with an attitude of service.
* Attention to detail and organized.

**Travel:**

* This position will require 10-20% international travel, including to resource poor locations.

**Supervisory Responsibilities:**

* None

**Language Required:**

* Must be fluent in written and spoken English; French or Spanish fluency desirable.