**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE** | **GIS Officer** |
| **LOCATION** | **Cox’s Bazar, Bangladesh** |
| **REPORTS TO** | **GIS Manager** |
| **JOB LEVEL** |  |

**Background:**

Bangladesh is experiencing one of the worst humanitarian crisis in its history due to an unprecedented influx of refugeesfrom Myanmar.The Inter Sector Coordination Group (ISCG) estimates that 613,000 refugees have arrived in Bangladesh since August, 25th, 2017. These 613,000[[1]](#footnote-1) refugees have joined 212,518[[2]](#footnote-2) that have fled in earlier waves of displacement, for a total refugee population of 825,518.

To receive new refugees, pre-existing camps have expanded in informal (makeshift) camps and spontaneous settlements. Most of new arrivals (335,000 people) are living in Kutupalang- Balukhali expansion site, whereas 232,000 are staying in other settlements and camps, and 46,000 are staying with host communities[[3]](#footnote-3). There are now 5 makeshifts and 6 spontaneous settlements. All are crowded and lack adequate facilities and infrastructure to receive such a large population. To improve the situation, and control the flow of refugees, the Government has allocated areas for new refugees to settle in. As the sites have been developed and site managers identified, the Government is also planning to move people from existing camps to the new settlements to allow upgrades of existing camps. UNHCR and IOM have been designated to facilitate this process.

CRS/Caritas Bangladesh continues to monitor the food security situation, and, as needed, will plan to address gaps in emergency assistance. Meanwhile, the reality of short-term displacement remaining uncertain, CRS/Caritas initiated the transition towards a holistic approach aiming to provide refugees with integrated shelter, water, sanitation and hygiene (WASH), and protection/disaster risk reduction (DRR) solutions. To inform the transition, CRS and Caritas Bangladesh conducted a rapid sectoral assessment on October 12-17.

**Primary Responsibilities:**

The GIS Officer will provide GIS Support to Caritas Bangladesh’s Rohingya Response Disaster and Risk Reduction component in Cox’s Bazar, with occasional distance support to other Caritas programs covered by the organization.

**Primary Responsibilities:**

**Project Management – Disaster Risk Reduction & Technical Assistance:**

1. Plans a schedule of DRR activity implementation according to the project’s Detailed Implementation Plan and ensure implementation. Notifies supervisor of any deviations from the plan or needed adjustments.
2. Coordinate with the DRR Team for technical community mapping support.
3. Provides technical assistance to facilitation of community members in risk, vulnerability, hazard and asset mapping.
4. Plot physical Majhi site boundary lines and digitizing Focus Group Discussion results regarding proposed community facilities, latrines, water points roads, drainages and perceived hazards.
5. Compiles household and/or Majhi level maps into combined zone and/or camp level map.
6. Shares maps and data with the Inter Sector Coordination Group (ISCG), UNHCR clusters, local government, and other interested parties.
7. Participates in training activities and materials with CB staff.
8. Participates in meetings on the development of the program and activities to ensure compliance and success of the project.

**Monitoring and Evaluation / Protection:**

1. Analyzes EVIs data from MEAL and/or Protection under Kobo Data collection, used to devise a risk map matrix.
2. Supports related project evaluations and project reviews and learning events in consultation with the immediate supervisor and the M&E and Protection Unit.

**Coordination:**

1. As required, represents Caritas Bangladesh at coordination meetings of other organizations related to Rohingya Response Shelter and Settlement.
2. Ensures sharing of information about Caritas Bangladesh response with the local government units and the NGO community.

**Finance:**

1. Provides information to supervisor on cash forecasting and spending plans for GIS activity procurement and budgets.

**MINIMUM QUALIFICATIONS:**

**Education:**

* Bachelor’s Degree in Geography.
* Training in GIS a must.
* Training in DRR preferable.
* Knows how to use GPS collection devices (e.g. Garmin, Trimble, etc.)

**Experience:**

* Minimum of one (1) year experience in GIS preferably working with NGOs or government agencies.
* Experience implementing DRR projects preferred.

**Skills:**

* Ability to build relationships and work with stakeholders on multiple levels including nongovernment organizations, donors, media groups, religious groups (Catholic, Muslim, etc.), and government units.
* Strong skills in developing organizational and community capacity including institutional strengthening, mentoring and coaching.
* Proven organizational skills and ability to manage multiple tasks simultaneously.
* Strong verbal and written English communication skills.
* Excellent interpersonal communication skills.
* Proficient in the use of ArcGIS Desktop/Pro and Online, MS Windows and MS Office programs.
* Experience in project planning, reporting, and participatory approaches.

**Abilities:**

* Quickly receive and process information to assess a rapidly evolving situation and ability to make timely decisions
* Communicates strategically under pressure
* Manages stress and complexity
* Ability to make decisions consistent with the values of the organization and the established delivery plan
* Can work independently and result oriented, can work independently
* Proactively identify issues, involve appropriate stakeholders, and facilitate and implement timely solutions
* Can work in sensitive and high security environments
* Willing to travel extensively on different locations or even on a short notice.

**Working Relationships:**

**External** NGO partners, Government partners, Technical partners, Beneficiaries, UN agencies

**Internal** GIS Manager, DRR Manager, MEAL Manager, Shelter Manager, WASH Manager, Protection Manager, Operations Manager, Admin, Logistics, Procurement, HR Manager, Head of Programs, Regional Director,

**Disclaimer Clause**

This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position

**Physical Requirements/Environment**

Difficult work and living conditions

1. ISCG Report 9/11/2017 [↑](#footnote-ref-1)
2. [ISCG Report](https://www.humanitarianresponse.info/system/files/documents/files/171025_iscg_sitrep_one_pager.pdf), 26/10/2017. [↑](#footnote-ref-2)
3. ISCG Report 9/11/2017 [↑](#footnote-ref-3)