



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS UK

JOB DESCRIPTION

Job Title: Geographical Information Systems (GIS) Coordinator

Department: Manson Unit

Duration: 1-year fixed term

Hours: 40 hours per week (1 FTE)

Reports to: eHealth & Health Information Team Lead

Responsible for: GIS analyst, GIS intern, MSF GIS volunteers

Location: Amsterdam or London

Salary Grade: 4

Salary: £42,945.16 per annum

MÉDECINS SANS FRONTIÈRES/ DOCTORS WITHOUT BORDERS (MSF)

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an international medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues and recruiting field staff. MSF UK personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

THE PUBLIC HEALTH DEPARTMENT

The Public Health Department (PHD) of Operational Centre Amsterdam (OCA) supports the overall purpose of MSF, providing medical and public health leadership for the organisation. The department is responsible for providing strategic direction and integrated advice on medical and public health issues to the field and headquarters. The PHD plays a key role in developing and maintaining the medical humanitarian identity and image of MSF-OCA, and in continuing to develop and improve intervention strategies so as to be relevant and effective.

The PHD is made up of health programme managers and clinical and public health specialists, mostly based in the MSF offices in Amsterdam, Berlin and London. In addition to providing medical management of MSF's field operations, the PHD gives technical and strategic guidance across a range of fields including infectious diseases, non-communicable diseases, mental health, nutrition, paediatrics, and vaccination as well as epidemiology, health promotion, laboratory, pharmaceutical quality/medical supply, and water/sanitation.

The Manson Unit (MU)

The MU is a multi-disciplinary medical team within MSF UK and is the London based part of the PHD. We aim to improve the quality of MSF's medical programmes worldwide, so the best possible care is delivered to our patients.

The MU is a team of 30 comprised of medical doctors and specialists in infectious diseases, non-communicable diseases, health information systems, epidemiology, geographical information systems, medical editing and research communication. We also have a clinical trial team working towards improved treatments for patients with drug-resistant tuberculosis. We provide direct support to our field programmes through specialist advice on medical issues, implementing new ways of working, supporting research studies and outbreak response.

JOB PURPOSE

GIS mapping and spatial analysis plays an important role in MSF medical responses. However, there are challenges to utilising and applying GIS in many MSF contexts. MSF requires a GIS Coordinator to support OCA and manage Missing Maps, an open, collaborative project, founded by MSF and partner NGOs, which addresses the lack of accurate, available geo-data in humanitarian settings.

The purpose of the role is responding to mapping and GIS requests coming from the field and headquarters; as well as proactively developing new tools and methods with the aims of meeting specific medical challenges in the field and the strategic objectives of MSF OCA. In addition, the GIS Coordinator has a catalytic role in the Missing Maps collaboration, maximising the benefit MSF field teams receive from this, while contributing to its strategic development through collaboration with other member organisations. This position also entails being the key coordination and liaising focal point role between OCA and MSF's GIS Centre, a support shared GIS service which leads GIS support within the MSF Movement.

MAIN DUTIES AND RESPONSIBILITIES

Deliver outcomes: including Decisions

- Develop the strategic direction of OCA GIS and Missing Maps within MSF to ensure continued sustainability and responsive service delivery.
- Manage and coordinate long term, pre-emptive, Missing Maps base mapping projects in MSF priority countries. This may require frequent field trips (up to 30% of time).
- Manage the London Missing Maps community activities.
- Respond to MSF Missing Maps mapping requests from the field and headquarters, GIS unit, and other internal partners to make sure requests are met in the most effective way.
- Coordinate GIS support for OCA through intranet management and promotion of MSF GIS training materials.
- Deliver OCA's position at Working Group decision making meetings.

Analysis and Initiative

- Develop an in-depth understanding of the field needs with reference to base map data and GIS.
- Maintain high quality of data contributed through MSF-focused Missing Maps mapping.

- Facilitate and enable development of new tools and processes to meet the opportunities and needs of OCA field and HQ (including testing and implementation).
- Document and present these tools and processes for internal and external audiences.

Planning and Organising

- Take responsibility for developing and delivering the Missing Maps Strategic Plan, and aligning OCA GIS-related deliverables to epidemiology, public health and eHealth strategies.
- Ensuring planning, monitoring, communications and reporting in line with the MSF UK and OCA planning cycles.

Resources

- Ensure the provision of financial forecasts and management of expenditure for all related GIS and Missing Maps activities in accordance with MSF's financial policies and procedures.
- Collaboration to the development of terms of references for OCA GIS Human resources.
- Conduct briefings of GIS officers deployed to OCA country missions.

Develop others

- Supervise the Missing Maps Coordinator for Communication and Community Management in growing the Missing Maps volunteer community to meet the needs of Missing Maps mapping through communications, training and events.
- Line management of the GIS analyst and GIS Intern.
- Promote GIS trainings within OCA.

Build Relationships

- Develop a strong relationship with MSF GIS Centre ensuring OCA's operational needs are understood.
- Ensure MSF continues to have a defining influence in the Missing Maps collaboration, through collaboration and coordination with other Missing Maps members and partners.
- Within the OCA PHD and Operations departments, raise awareness on relevant GIS tools and support.
- Coordinate closely with the GIS advisor in the OCA logistics department to fulfil GIS focal point responsibilities.
- Within the MSF GIS community, work to raise awareness and share lessons; specifically relating to the medical applications and relevance of GIS; and the work of Missing Maps.
- Guide the MSF UK/IE fundraising and communications teams with opportunities relating to Missing Maps,
- Build relationships with external agencies / other organisations on specific projects, with the open-source community, and with satellite imagery providers, in order to facilitate more efficient and accurate mapping for MSF.
- Represent MSF OCA and Missing Maps in the MSF GIS working group.
- Represent MSF OCA and Missing Maps at external events and conferences.
- Be an active member of the eHealth & Health Information Team, continue being a strong link to the Epidemiology and Public Health team, and working collaboratively to achieve its shared objectives.

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a 'Can do' attitude and flexibility to take

on other related tasks is essential. This job description does not form part of the contract of employment.

PERSON SPECIFICATION

Knowledge, skills and expertise

Essential

- Degree or post-graduate qualifications or equivalent experience in GIS, geography, environmental sciences, computer science, or a related field.
- Well-developed knowledge of the principles, methods and techniques of GIS.
- Demonstrable experience of work with GIS and/or mapping in humanitarian and public health sectors.
- Experience of the NGO sector and volunteer communities including community development / volunteer management.
- Thorough knowledge of GIS mapping software (e.g. ArcGIS and QGIS) and platforms (e.g. OpenStreetMap).
- Experience in data collection, organisation, management and processing of spatial/tabular data from different data sources.
- Strong team-working skills and experience.
- Ability to translate field needs and develop working solutions.
- Excellent interpersonal skills and experience of communicating with stakeholders at multiple levels of an organisation.
- Ability to transfer knowledge effectively and use this to train users on new systems.
- Ability to work independently, with minimal supervision and under pressure.
- Ability to prioritise tasks, multi-task and manage time well.
- Ability to work collaboratively with others including MSF staff, volunteers, and representatives from other NGOs and sectors.
- Commitment to the aims and values of Médecins Sans Frontières.
- Willingness to travel periodically, including to areas of unstable security.

Desirable

- Technical knowledge in data management and spatial analysis.
- Previous experience in remote and field mapping (including mobile data collection).
- Experience with tool and / or process development.
- French / Arabic language skills.
- Previous MSF or equivalent experience

Candidates must hold an appropriate passport or permit to work in the UK or in Amsterdam.

MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

HOW TO APPLY

Please apply on our website by submitting a copy of your CV together with a letter of motivation by the closing date.

Application checklist

Please check that you have included the following in your application:

- an up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role.

Recruitment timetable:

- Closing date for applications: **17 January 2021, 11.59pm (GMT)**
- Interviews: **end of January 2021**