

VACANCY ANNOUNCEMENT

Issued on: 14 October 2020

Title:	GIS Specialist
Contract type:	UNOPS IICA - 2
Agency:	UN-Habitat
Duty Station:	Vientiane
Duration:	3 months (initial contract will be up to 31 December 2020), extendable
Starting date:	November 2020

*** IMPORTANT Note: Actual work starting date and duty station may be changed based on the situation of COVID-19 at the time of recruitment.**

Background Information

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable", as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

The UN-Habitat Regional Office for Asia and the Pacific (ROAP) was established in August 1997 in Fukuoka. The Office serves countries in the Asia and Pacific region to implement UN-Habitat's mandate. Part of ROAP's strategic role is to foster international understanding and cooperation and to foster regional, national, city, and local capacity and cooperation to enable sustainable local solutions and constructive partnerships within and between various stakeholder networks. To support this partnership-based approach, ROAP continues to promote appropriate policy and legal frameworks to enable these innovative solutions to be mainstreamed. ROAP addresses the increasing importance of systematic knowledge management, timely information flows, coherent awareness campaigns, and efficient sourcing of funding and know-how for locally defined development actions. Technical cooperation projects coordinated by the UN-Habitat ROAP are geographically spread in the Asia and Pacific region, and span the entire spectrum of urbanisation and shelter development issues. For most parts, UN-Habitat ROAP implements country projects through its country offices.

UN-Habitat has been actively supporting the Government of Lao PDR with technical assistance on issues related to urbanization, disaster mitigation, climate change, and WASH infrastructure. The urban legislation, land and governance branch at the UN-Habitat provides policy and operational support for governments and cities to identify reforms and to adopt laws and legal frameworks that effectively regulate urbanization issues such as land use, urban planning, taxation, housing, infrastructure, and safety.

Duties and Responsibilities

In this position, the **GIS Specialist** will provide services for the successful implementation of UN-Habitat's readiness project "Urban climate change resilience in cities along the Greater Mekong Sub-region East-West Economic Corridor (EWEC) in Lao PDR", working in close

coordination with the project managers, under the supervision of the Regional Advisor/ Chief Technical Advisor.

The candidate will be responsible for carrying out the following functions and tasks, related to data collection, analysis and visualization:

1. Provide support for the collection of data and the consolidation of raw data into exploitable databases for analysis;
2. Develop tools for data processing;
3. Develop maps and infographics with the results of the information collected on climate change exposure and underlying sensitivity;
4. Develop ad hoc data set, required for reporting, and provide statistical data analysis to guide project managers in decision-making;
5. Provide support to establish and maintain information databases for consolidating, analysing and reporting/disseminating information with appropriate tools (Kobo toolbox, Excel, SPSS, PowerBI, ArcGIS...);
6. Lead database quality control and technical support to users;
7. Manage flows of information (dashboard, alert, Integrated situation analysis, snapshot, thematic and reference maps, website) and attain its dissemination in an appropriate way;
8. Develop and strengthen information management capacities through trainings for UN-Habitat staff and partners (if needed)

Outputs

The **GIS Specialist** will provide the following outputs:

- **Output 1** – Database with the information gathered after using Kobo Toolbox for the analysis of climate change exposure and underlying sensitivity resulting from investments in the EWEC in Lao PDR.
- **Output 2** – Maps and preliminary analysis of climate change exposure and underlying sensitivity resulting from investments in the EWEC in Lao PDR (geographical analysis in relation of climate change, conducted/produced in target area).

All outputs are to be approved by the Head of Office UN-Habitat Lao PDR/Regional Advisor UBS SEA.

Payments

Based on the outputs listed above, payments will be as follows:

No.	Submission of Outputs	Estimated payment date	Payment (USD)
1	Database with the information gathered after using Kobo Toolbox	After 2 months	2 months (66.7%)
2	Maps and preliminary analysis of climate change exposure and underlying sensitivity resulting from investments in the EWEC in Lao PDR	3 rd month	1 month (33.3%)
Total			100%

Reporting Lines

The consultant is to report to the Head of Office UN-Habitat Lao PDR/Regional Advisor UBS SEA.

Qualifications and work experience

Education:

Advanced university degree (MSc degree and above) in information/data management, geography or related field, with technical specialization in Geographic Information Systems.

Experience:

- At least 7 years of relevant of relevant professional experience in GIS, information management, information systems, monitoring/evaluation, or other related areas, preferably in developing countries.
- Experience working in Lao PDR and/or familiarity in assessing climate change related hazards is considered an asset.
- Excellent knowledge of MS Excel (e.g. pivot tables and functions), GIS, and data collection tools via smartphone or tablets (ODK, KoBo Toolbox,) is required.
- Proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs, and reports is required.
- Experience in using, SPSS PowerBI, Illustrator.

Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Competencies

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Submission of Applications

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations based on the final output of the consultancy;
2. A completed UN Personal History Form (P-11)
Please download the form (MS-Word) from UN-Habitat ROAP web site:
http://www.fukuoka.unhabitat.org/vacancy/index_en.html;

All applications should be addressed to: UN-Habitat Regional Office for Asia and the Pacific, ACROS Fukuoka, 8th Floor, Tenjin Chuo-ku, Fukuoka 810-0001 Japan, and sent electronically via e-mail to: habitat.fukuoka@un.org

Please indicate the VA Title in your e-mail subject:
“GIS Specialist - Vientiane”

Deadline for Applications: 27 October 2020

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

In line with UN-HABITAT policy on gender equity, applications from female candidates are particularly encouraged.

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: habitat.fukuoka@un.org