

## Senior Information Officer [SIO]

### Background

SAC serves as the executing agency for Landmine Impact Surveys. The Survey Action Center is an international organization with headquarters in Washington, D.C. It is registered in the US as a non-profit organization. The SAC Board of Directors consists of the leading NGOs in the mine action field: Handicap International (France), Mine Clearance Planning Agency (Afghanistan), Danish Demining Group (Denmark) and Norwegian People's Aid (Norway). Jean Baptiste Richardier is the President; Bob Eaton is the Executive Director and Sue Eitel is the Secretary/Treasurer.

Following the signing of the Mine Ban Treaty in Ottawa in December 1997, it became clear that a definition of the scope and impact of the worldwide landmine problem needed to be defined and quantified. To meet this need, the Survey Working Group (SWG), which consists of the lead international NGOs and UN agencies in mine action created the Survey Action Center in 1998.

The SWG is the advisory body for SAC. The SWG is responsible for the protocols that have been established through the SAC that define and maintain the high international standards of the Landmine Impact Survey.

Landmine Impact Surveys provide information to improve priority setting by donors and mine action agencies in the international effort to eliminate or control the threat of mines by the year 2010. Landmine Impact Surveys have been completed in Azerbaijan, Cambodia, Chad, Kosovo, Mozambique, Thailand and Yemen. Surveys are underway in Afghanistan, Angola, Bosnia-Herzegovina, Eritrea, Ethiopia, Lebanon, Somalia and Vietnam. Survey planning is underway for Sudan and Puntland, Somalia, and Democratic Republic of Congo.

<b>Job Title:</b>	Senior Information Officer
<b>Branch:</b>	Information Department
<b>Reports To:</b>	Executive Director
<b>Number of Direct Subordinates:</b>	one
<b>Grade:</b>	Grade 2
<b>Location:</b>	Washington, DC

### Purpose of the Job

The Senior Information Officer (SIO) shall be responsible for the SAC Information Department. The department shall take the lead in country by country and inter-country analysis of LIS results with a view to changing mine action policy decisions of donors, mine action authorities and implementing agencies. The Information Department is responsible for all data base, mapping, publications and website issues. The department maintains and manages the SAC Graphical Information System (currently ESRI ArcView) and all contained map datasets (country datasets and relevant metadata). The department will provide technical backstopping for LIS IMSMA applications in the field.

### Main Tasks Related to the Job

#### **Primary Tasks**

1. Ensure that mapping standards are met and that information provided by the country teams is complete and accurate,
2. Provide for the continual development and updating of the SAC database and the skills of the database staff,
3. Supervise the production all SAC publications, including the Final Country Reports
4. Provide for continual development and updating of the SAC website,
5. Ensure a continuous updating of the SAC GIS and map datasets,
6. Develop spatial data analysis and presentation according to country-specific or global problems,
7. Prepare country data sets for country teams and utilizing fully available maps and GIS applications,
8. Supervise the data base management officer,

and

9. Advise the executive director and director for survey on policy issues concerning the SAC GIS utilization.

### ***Secondary Duties***

1. Carry out any other tasks as may be required by the SAC Directors.

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### **Skills/ Experience**

The incumbent should have an advanced degree in computer sciences or equivalent experience. The incumbent will have strong analytical skills to contribute to the work of the SAC Technical Support Team. Practical field experience in the management of a project database is an asset. An understanding of the issues pertaining to development, humanitarian relief, and mine action is an asset. The incumbent must have a demonstrated ability to work in sometimes harsh and culturally challenging environments.

The incumbent shall have a valid work permit for work in the United States,

The working language of the survey is English. Excellent oral communication, report writing and editing skills in English are essential.

Specific skills would include:

- Thorough knowledge and experience in development and use of geographical information systems required together with practical experience with ESRI products such as ArcView and ArcInfo.
- Knowledge of Internet map solutions, such as ESRI IMS, would be an asset.
- Experience with MS Access and/or SQL-server, or other relational database management systems using SQL is required. Experience with statistical software (preferably SPSS) is preferable.
- Experience in use of topographic maps and GPS receivers is required.
- Experience in map data management, analysis and presentations is required, preferably in the fields of humanitarian, development or emergency work.
- The candidate should be highly structured and tidy in terms of data management. Experience in quality management is an asset.
- Teaching experience and skills are highly valued.