Information Management (IM) and GIS Manager

ABOUT

The HALO Trust is the world's largest humanitarian demining organization. HALO is a non-governmental, non-political, non-religious organization headquartered in the UK. HALO's mission is to protect lives and restore the livelihoods of those affected by conflict. We clear landmines and the explosive debris of war so communities and countries can recover.

HALO is an equal opportunities employer, and will not discriminate against any candidate on the basis of age, sex, ethnicity, religion, or any other characteristic. All recruitment is conducted in a transparent manner, with selection made solely on the basis of ability. Women and people with disabilities are encouraged to apply.

HALO Ukraine has been operating since 2016, delivering humanitarian mine action activities, including survey, mine clearance and explosive ordnance risk education. The programme currently employs approximately 430 staff members. HALO Ukraine is responding to the humanitarian crisis in the country and seeking a competent IM and GIS Manager to support our efforts.

JOB TITLE: Information Management and GIS Manager

LOCATION: Ukraine – Kyiv Oblast

REPORTING TO: Operations Manager

MAIN DESCRIPTION

The IM/GIS Manager is primarily responsible for the management, maintenance and analysis of programme operational data, and the production of accurate, informative mapping to assist humanitarian demining operations. Solid information management is fundamental to HALO mine action operations - the IM/GIS Manager is the means by which HALO's operational activities are properly recorded, processed, analysed and disseminated. The IM/GIS Manager will, after training, be expected to fully grasp the range of HALO mine action operational activities and the relevant data and information produced. The IM/GIS Manager reports directly to the Operations Manager.

Candidates with a higher degree of information management skills and experience relative to GIS are preferred.

KEY RESPONSIBILITIES

The IM/GIS Manager is responsible for:

- Designing and maintaining scalable internal IM systems to ensure accurate and efficient collection and storage across a range of operational data.
- Manage, support and mentor the expanding IM and GIS Department.
- Management of data in HALO's Global Operations Information Management System (GO-IMS).
- Establishing a clear data flow with stated quality assurance and control mechanisms to ensure accuracy design and implementation of mobile data collection forms and data flows to assist efficient and effective field-level operations.
- Develop database reporting tools using views/queries in PostgreSQL.

- Design and maintenance of programme databases and datasets as required.
- With the Programme Officer, designing and implementing suitable Monitoring and Evaluation tools to assist the programme to understand the humanitarian impact of its operations.
- Designing and implementing training sessions in the use of physical and digital/mobile data collection techniques.
- With Operations Management, quality control of all operational data from mine clearance, explosive ordnance risk education, explosive ordnance disposal, and other activities.
- Production of maps, infographics and other data visualisation to accompany donor reports, presentations and for other external publications and uses.
- Use HALO internal data, open source, and other data with IM and GIS tools to produce analysis of the presence and impact of mines and other explosives.
- Ensure HALO operational data is submitted accurately and on time to Information Management System for Mine Action (IMSMA), the national database owned by the Mine Action Centre (MAC).
- Ensure HALO monthly operational data is submitted accurately and on time to meet all reporting obligations.
- Use other platforms (e.g. PowerBI) for monitoring and evaluation of HALO operations and internal data and metrics.

ROLE REQUIREMENTS

Essential
- Ukrainian citizen
- Fluent spoken and written Ukrainian.
- Excellent spoken and written English and Russian.
- Experience and knowledge of database management systems with fluency in PostgreSQL (or Microsoft SQL Server, MySQL).
- Advanced SQL and data querying/extraction skills.
- Experience in managing large datasets.
- Experience with database design of relational databases
- Bachelor's degree in Computer Science, Information Systems, GIS or related discipline. Lower level of education with relevant experience may be considered.
- Minimum three years' IM or data management experience within INGO or commercial sector.
- Excellent interpersonal and analytical skills with meticulous attention to details.
- Ability to work effectively in a team in a culturally diverse environment.
- Ability to work well under stress and in a fast-paced environment.
- Excellent time management skills and ability to multi-task and prioritize work.
- Strong organizational, planning, and problem-solving skills.
- Commitment to HALO's Values and Standards at all times, in and out of work.
- Commitment to HALO's Global and National Policies, including Safeguarding & Whistleblowing

Desirable
- Knowledge and experience in the use of GIS software, especially ArcGIS Pro and ArcMap.
- Experience in the use of mobile data collection tools such as Survey123, Fulcrum, Kobo.

Benefits
A competitive salary will be offered based on experience.

APPLICATION

Submit a CV (two pages **maximum**) and cover letter (one page **maximum**) to hr@haloukraine.org

CVs must include at least two professional references

Closing date: 11 May 22

Shortlisted candidates will be invited to interview