

Data and GIS Lead

Effective date:	December 2020
Contract type:	Full-time fixed-term contract
Project duration:	42 months
Location:	Ho Chi Minh City (HCMC)
Reports to:	Project Manager/Project Coordinator
Total rewards:	VND 420,000,000/year

1. Work Context

The World Mosquito Program (WMP) is a global not-for-profit initiative that works to protect the global community from mosquito-borne diseases such as dengue, Zika, chikungunya, and yellow fever. Known until recently as the Eliminate Dengue Program, the WMP uses naturally occurring bacteria called Wolbachia to reduce the ability of mosquitoes to transmit these viruses. Accumulating evidence is supportive of very large impact on disease transmission and large clinical trials and demonstration projects are currently underway.

Following many years of laboratory research and field trials with promising results, the WMP is now operating in 12 countries worldwide and has widespread support from communities, governments and regulators. Currently the WMP is running projects in the Asia region in Vietnam, Indonesia, India, and Sri Lanka with expectations to initiate new projects in additional countries in the region.

Funding for WMP activities is received through major grants from the Bill & Melinda Gates Foundation, The Wellcome Trust, the Australian Government's, the US government through USAID, the Gillespie Family Foundation and other philanthropic supporters, as well as governments in various deployment countries. More information about the WMP can be obtained from www.worldmosquitoprogram.org.

The WMP is working in partnership with Action on Poverty (AOP) to protect communities in Vietnam from mosquito-borne diseases. Action on Poverty is an international aid organisation with a network of partners around the world working together to break the poverty cycle. From building sustainable livelihoods to fostering good governance, AOP in Vietnam has been working with local partners for over 30 years.

The Wolbachia Method Project in Southern Vietnam (WMP-SVN) is implemented collaboratively by WMP, AOP, and the Pasteur Institute in Ho Chi Minh City in two project sites of Thu Dau Mot city, Binh Duong province and My Tho city, Tien Giang province.

2. Job Purpose Summary

The Data and GIS Manager is a lead role that provides a full-time service to fellow staff members based in Ho Chi Minh City for the domain areas of GIS, Data Administration & Information Management. This includes the production of maps, summary tables, graphs & raw data extracts. It also involves assisting local colleagues to use WMP's approved information systems correctly.

3. Authority

The Data and GIS Manager reports to the Project Manager and is responsible for reporting on a weekly basis the status of Data and GIS activities.

The incumbent is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

4. Key Responsibilities

- 1, Administer WMP's custom entomology information ("CoreData") for the Southern Vietnam project;
- 2, Assist in implementing new information systems, and suggest updates to existing systems, under direction from the global WMP Digital Services team;
- 3, Co-manage Google Drive document libraries for project;
- 4, Run validation processes and quality assurance to maintain high data quality;
- 5, Maintain mobile devices and provide training to staff on their use in the field;
- 6, Provide ongoing advice and support to field and laboratory-based project staff on data capture, storage and export;
- 7, Collate and manage project-related geographical information from various sources, such as pollution, municipal zoning, physical and built environment data;
- 8, Prepare documentation as required, including metadata, specifications, user guides and reports;
- 9, Participate in global and regional working-group meetings run by the global WMP Digital Services team;
- 10, Supervisory: Supervise staff to assist in these duties if required.

5. Required Qualifications

Education

A postgraduate qualification in GIS, Computer Science, or another relevant field, from a university.

Knowledge and Skills

- 1, Work experience: 4–5 years of experience in data and GIS management at a recognised institution;
- 2, Demonstrated experience managing complex information within a medium to large organisation, ideally with an international focus;
- 3, Experience providing operational support to field teams is desirable;
- 4, Experience sourcing and working with local-scale government geospatial data or health/epidemiological information is an advantage;
- 5, Experience with desktop GIS applications (e.g. ESRI suite, QGIS), database management platform (e.g. SQL server, PostgreSQL) and at least one of the following: data visualisation software (e.g. Tableau) and management of Google G-Suite;
- 6, Demonstrated specialist skills in at least one of the following: geospatial analysis; data analysis and visualisation; management of data through administration consoles;
- 7, Demonstrated experience maintaining relational databases;
- 8, High-level English and Vietnamese comprehension, both spoken and written.

6. Other job-related information

- Regular travel to project sites, with the occasional need to be based in site for several weeks;
- Out of hours work (including evenings, weekends and public holidays) may be required to accommodate periods of increased work and travel;
- There may be peak periods of work during which the taking of leave may be restricted.

7. How to apply

Submit CV and cover letter in English with the subject line of “**WMP SVN_Data & GIS Lead**” to recruitment@actiononpoverty.org.vn.

Please note that this position is intended for a Vietnamese national. Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **10 January 2021** are strongly encouraged. While we appreciate all responses, only shortlisted candidates will be contacted.