



USAID
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JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **Geospatial Information Specialist**. This position is located in the Regional Program Office of USAID/West Africa in Accra. The Senior Geospatial Information Specialist will conduct data analytics using geospatial technologies to inform development programming across the sectors in which USAID works with a specific emphasis on strategic planning, program design, and monitoring, evaluation and learning. S/he will analyze data and generate data visualization products, including interactive maps and animated visualizations, to communicate analytical findings to internal USAID decision-makers and external audiences. S/he will also build the capacity of USAID bilateral missions and offices in West Africa to use geospatial data, analysis, and visualization products.

Education & Prior Work Experience: Completion of bachelor's degree in geography, urban and regional planning, or other relevant field, and a minimum of three (3) years of professional-level experience in geospatial data management, analysis, and cartographic production; performance monitoring and evaluation; and/or the analysis and interpretation of large amounts of data and experience working in international development is required. Level IV (Fluent) English language is required. *Language proficiency (computer/writing) will be tested.*

For full requirements and position description, please log on to the following websites:

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

<http://www.usaid.gov/ghana/work-with-us/careers>

<http://ghana.usembassy.gov/jobopportunities.html>

NOTE: THIS POSITION IS BEING ADVERTISED AT A DEVELOPMENTAL GRADE FSN-09. THE SUCCESSFUL CANDIDATE WILL BE MOVED TO THE FULL POSITION GRADE FSN-10 AFTER ONE YEAR, BASED ON SUCCESSFUL PERFORMANCE EVALUATION.

Salary range: (Grade FSN-09) = GH¢ 48,168.00 – GH¢ 72,247.00 p. a; and Full performance (Grade FSN-10) = GH¢ 63,369.00 – GH¢ 95,060.00 p.a. (depending on qualification and experience).

Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

Note: *When submitting your application via email, start the subject line with the position title. Failure to state this and submit signed letter with relevant documents will result in a determination that the applicant is not qualified. Only shortlisted applicants will be contacted.*

All US and non-Ghanaian citizens, who are not family members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and/or residency permits to their applications to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee's responsibility.

CLOSING DATE: SEPTEMBER 29, 2016

USAID/WA anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION

GEOSPATIAL INFORMATION SPECIALIST

BASIC FUNCTION OF POSITION:

The Senior Geospatial Information Specialist will conduct data analytics using geospatial technologies to inform development programming across the sectors in which USAID works with a specific emphasis on strategic planning, program design, and monitoring, evaluation and learning. S/he will analyze data and generate data visualization products, including interactive maps and animated visualizations, to communicate analytical findings to internal USAID decision-makers and external audiences.

The Senior Geospatial Information Specialist will also build the capacity of USAID bilateral missions and offices in West Africa to use geospatial data, analysis, and visualization products. S/he may also manage awards related to the procurement of geospatial technology, application of geographic analysis, and external sources of data that are relevant to USAID programming in sectors such as agriculture, economic growth, education, environment, governance, health, and human rights.

The Senior Geospatial Information Specialist will work closely with a Data Visualization Specialist, the Geographic Information Systems (GIS) Specialists at USAID bilateral missions in the region, and the USAID GeoCenter based in Washington, DC. These activities will be done under overall guidance of the RPO Director.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Specific duties and responsibilities include the following:

Strategic Planning, Technical Assistance and Program Cycle Advice for West Africa Regional Mission (40%)

- Facilitate discussion among key offices within the West Africa Regional Mission to articulate a vision and plan for integrating geospatial information and analyses into strategic planning, program design, and monitoring, evaluation and learning
- Assist with preparation of Regional and Country Development Cooperation Strategies (RCDS's and CDCS's), Project Appraisal Documents (PADs), Program Descriptions (PD) and Scopes of Work (SOWs) by incorporating data analysis and visualization to help set goals, objectives, targets and anticipated results. Present this information in compelling visuals
- Provide on-demand geographic analysis and visualization products to inform programming decisions
- Acquire, validate and manage a database of geospatial data, including retrieval of historic geospatial data previously funded by USAID
- Provide technical advice to ongoing Mission programming; introducing and supporting policies and processes that enable the incorporation of data-informed decision making and analytical capacity in the Mission's portfolio
- Implement USAID's geospatial standards (as defined by the USAID GeoCenter) regarding data collection and cartographic production

- Serve as an Agreement/Contracting Officers Representative (AOR/COR) for regional buy-in procurement mechanisms related to geospatial and data analytics
- Collaborate with the GeoCenter regarding the planning and implementation of geospatial capacity within the USAID Mission and with the geospatial community both the locally and internationally
- Support integration of geospatial data and analysis into mission monitoring, evaluation and learning

Capacity Building for West Africa Regional

(30%)

- Work closely with Mission staff across teams and across sectors to review and identify optimal entry points for digital tools and analytical support
- Prepare concept papers, background analyses and briefings to build support for the use of data visualization and data science techniques throughout the Mission
- Communicate the value of data visualization to staff and provide basic training on principles of data visualization, specifically tailored to Mission needs
- Consult with Mission staff to offer needs-based suggestions and demonstrations of utility of data visualization for planning and improving outcomes. In conjunction with Mission Communications staff, prepare and disseminate communications resources targeted to both internal and external audiences around data visualization
- Actively participate in USAID's global network of Geospecialists and Data Analysts and liaise with networks across West Africa to strengthen the Agency's community of practice in GIS and data analytics.
- Conduct training on best-practice data collection, management, analysis and visualization for Mission staff and USAID partners

Technical Assistance and Capacity Building for Bilateral Missions and Offices in the West Africa Region.

(20%)

- Serve a regional leadership and convening role with bilateral missions that have dedicated GIS specialists. Be an information resource for additional bilateral missions West Africa for hiring new GIS and data analysts.
- In response to demand, facilitate discussions among key offices within bilateral Missions in West Africa to articulate a vision and plan for integrating data analyses into strategic planning.
- Provide a technical perspective to ongoing Mission programming, introducing and supporting practices and processes that enable incorporation of data-informed decision making and analytical capacity in the Mission's portfolio.
- In response to demand, conduct analyses and visualize results to prioritize where development need is greatest (using publicly available data) and compare to analyses of where USAID is already working (using internal USAID data).

Technical Assistance and Capacity Building for Key Regional Partners.

(10%)

- Serve a regional leadership and convening role with regional partners that have dedicated GIS specialists. Be an information resource for additional regional partners for hiring new GIS and data analysts.
- In response to demand, facilitate discussions among key partners to articulate a vision and plan for integrating data analyses into strategic planning.

- Provide a technical perspective to partners, introducing and supporting practices and processes that enable incorporation of data-informed decision making and analytical capacity in their programming.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of bachelor's degree in geography, urban and regional planning, or other relevant fields
- 2. Work Experience:** A minimum of three (3) years of professional-level experience in geospatial data management, analysis, and cartographic production; performance monitoring and evaluation; and/or the analysis and interpretation of large amounts of data and experience working in international development is required.
- 3. Language:** Level IV English (reading, writing, speaking). S/he must have excellent written and oral English skills. Ability to write technical documents in English, to concisely summarize complex ideas and to edit work is required. **(Language proficiency will be tested).**
- 4. Job Knowledge:** The Analyst must have strong knowledge of GIS and mapping technology, data analysis and visualization practices.
- 5. Abilities & Skills:** The incumbent must have:
 - Ability to apply geospatial technology for analyses related to such diverse sectors as agriculture, democracy and governance, economic growth, education, environment and health
 - Ability to apply geographic and data analysis to international development challenges, to inform solutions related to topics such as climate change, food security, human health, wildlife and human trafficking and urban planning
 - Experience implementing geospatial metadata standards, workflows, data-sharing protocols and GIS best practices
 - Ability to collect, manage and analyze remotely sensed and aerial data sets from disparate sources and in different formats
 - Ability to obtain, clean, visualize, evaluate and interpret factual data, and prepare concise, accurate and complete reports is required
 - Ability to communicate and work with a diverse set of individuals who have varying degrees of familiarity with geospatial analysis
 - Technical knowledge of industry-standard GIS software (Esri ArcGIS, QGIS, MapBox, Leaflet.js, CartoDB, etc.), and creation of geospatial data products in developing country environments
 - Strong quantitative skills in data collection, cleaning, processing, and reproducible analysis
 - Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel and PowerPoint. **(Computer/writing proficiency will be tested).**

- Effective communication skills to present and advocate for data, analysis, and visualization concepts, relevant USAID policies and guidance, data quality practices, etc., to USAID staff and implementing partners (IPs)
- Excellent interpersonal communication, writing, and presentation skills
- Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations
- Ability to collaborate in a team environment and work independently to achieve Mission objectives are needed

Ability to conduct introductory training in the use of geographic information and data for development programming.