



<b>Vacancy no:</b>	EA 002
<b>Position title:</b>	GIS Intern
<b>Location:</b>	Nairobi, Kenya
<b>Countries of coverage:</b>	Kenya, Uganda, Ethiopia, Tanzania, South Sudan
<b>Reporting to:</b>	Programme Officer
<b>Expected start date:</b>	January 2019
<b>Type of contract:</b>	6 months initially, with the possibility of extension

#### **BACKGROUND**

Wetlands International is dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. Our global not-for-profit network of 20 independent offices is governed by a Supervisory Council and a Board of the Association of 35 national government and non-governmental organization members. We bring knowledge into policy and practice, connect local actions in 100 countries to make a global difference, we catalyse actions that support those that use or depend on wetlands, and we are passionate about the positive change we make for people and nature. See our website ([www.wetlands.org](http://www.wetlands.org)) for more information on the values, strategies and policies that guide our work.

In order to strengthen our GIS operations, the Wetlands International Office in Kenya is seeking a GIS Intern. This is a temporary position. Under the direct supervision and guidance of the Programme Officer, the intern will be responsible for supporting the Eastern Africa team in creating, maintaining and updating a GIS system for Wetlands International Eastern Africa, building staff capacity in collecting GIS data, and building and updating geo-databases.

#### **Coordinates with:**

*INSIDE Wetlands International:* Eastern Africa Team, GIS staff from other Wetlands International Offices

*OUTSIDE Wetlands International:* Partner organisations (under the guidance of the Programme Officer)

## **DUTIES AND RESPONSIBILITIES**

Under the supervision of the Programme Officer, the GIS Intern will be responsible for:

- GIS data collection, analysis, management and reporting:
  - Conducting fields visit to monitor collect data
  - Analysing spatial data for geographic statistics to incorporate into documents and reports
  - Compiling geographic data from a variety of sources
  - Preparing, updating and distributing GIS maps and reports for various uses
- Designing and updating a database for Wetlands International Eastern Africa
  - Consolidating data from teams; monitoring the accuracy of collected data; verify and update it as required
  - Ensuring data management guidelines, tools and procedures are adhered to
  - Developing web-based mapping/visualisation tools and dashboards
  - Responding to information requests from management and partners
- Support programme development in relation to GIS initiatives
- Training staff in the use and preparation of GIS data and user interfaces.

## **SELECTION CRITERIA**

### **EDUCATION**

Excellent academic qualifications, including a Bachelor's degree in GIS, Information Systems, Geography or relevant discipline;

### **EXPERIENCE**

- At least 3 years' experience in conceptualisation and preparation of maps and other cartographic products using ARCGIS;
- Experience in Database management systems;
- Good command of GIS software (especially ArcGIS Desktop), advanced MS Excel skills (Pivot tables and Lookup functions), general computer software (Word) and conventional database applications (Access, SQL);
- Experience with mobile data collection (e.g. ODK); and
- Experience in data processing and/or analysis

### **COMPETENCIES**

- Excellent written and oral presentation skills and ability to communicate to a variety of audiences;
- Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously;
- Ability to work independently and with minimum supervision;
- Experience and ability to work in multicultural settings;
- Good organisational, communication and interpersonal skills;

- Ability to travel to the field for data collection, cross-checking the data and provide training to field staff;
- Fluency in English

#### **METHOD OF APPLICATION**

Applications should consist of a CV and covering letter and be emailed to [kenya@wetlands-africa.org](mailto:kenya@wetlands-africa.org) with a copy to [jmulonga@wetlands-africa.org](mailto:jmulonga@wetlands-africa.org) with the following subject line: Internship – GIS, no later than 5pm on 5<sup>th</sup> January 2019.