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| **Title:** | HEAD OF GIS DATA COLLECTORS | |
| **Generic Function:** |  | |
| **Code:** | LT07200 | |
| **Level:** | 4 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | GIS MISSION REFERENT / LOGISTICS MANAGER |
| **Reports to (Functional):** | GIS MISSION REFERENT / GIS SPECIALIST |
| **Job Family:** | Logistics |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Supervising the daily field related GIS activities and providing maintenance to the MSF GIS equipment, according to MSF protocols and standards in support to operations. |

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| **Accountabilities** |
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| * Monitoring GIS activities at field level according to MSF GIS Centre standards * Ensuring the check and follow-up of GIS material (GPS devices/smartphones) under the line manager's supervision through regular check and reporting any anomalies or problems. * Planning together with the line manager and sectorial responsible the GIS field activities such as   o GPS data collection   o Mobile phones data collection (MDC) * Coordinating and leading the data collection team under his/her responsibility which includes daily supervision, monitoring of the quality of work and the definition of each person's task, drawing up their working schedules; organizing and leading team meetings; participating in the recruitment of team personnel and attending departments meetings and accounting for his/her activities. * Providing proper training to data collection team members * Monitoring the quality of the data produced under his responsibility * Performing basic data management tasks such as data export and cleaning prior to GIS integration |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **Education** | Secondary education essential |
| **Experience** | * Strong experience as a data collector * Experience with MSF or other INGOs is desirable. |
| **Languages** | Local and mission language essential |
| **Knowledge** | * Computer Literacy essential * GIS software knowledge desirable * Mobile Apps for data collection desirable |
| **Competencies** | * Results and Quality Orientation L1 * Teamwork and Cooperation L1 * Behavioural Flexibility L1 * Commitment to MSF Principles L1 * Stress Management L2 |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**