Term of Reference: ICEM Junior GIS Officer

Background:

ICEM - the International Centre for Environment Management was established in 1999 to help governments and communities build capacity in the sustainable use of natural resources and maintenance of environmental quality. ICEM works in Asia - especially the Mekong countries - and focuses on climate change, water resources, biodiversity conservation and integrated assessments. ICEM seeks to integrate environmental concerns with development through spatial planning, socio-economic analysis and environmental assessment tools. The Centre draws from an active network of experts and organizations, nationally and internationally, and in public and private sectors in forging partnerships to address critical conservation and development issues.

ICEM Junior GIS Officer

The Junior GIS Officer will be responsible for the following duties working to the ICEM Senior GIS Specialist and ICEM Technical Director.

- Work full time for ICEM, 5 days a week
- Support in updating and managing the ICEM GIS and statistical database for use in ICEM projects in line with ICEM’s core business focus (climate change, integrated assessment, biodiversity and water) including maintaining a system for managing ICEM’s metadata;
- Spatial data collection, preparation and digitization;
- Work with technical staffs to identify project spatial analysis requirements and opportunities;
- Undertake spatial analysis of datasets according to project if requirements;
- Preparation of thematic maps and figures for analysis, presentations and reporting;
- Translation (English – Vietnamese, Vietnamese – English) of technical report/presentation papers related to GIS and mapping; and
- Support the ICEM technical team in preparation of spatial materials for proposal and grant opportunities.

Skills specification:

- Excellent speaking and writing English;
- University degree or higher, preferably in GIS, Forestry, Natural Resources & Environment, Natural Science, Mining & Geology or IT;
- Ability to use GIS software and GPS
• Ability to use Remote Sensing software;
• Good computer skills – Microsoft Word, Excel and Power Point;
• Willing to travel to project sites;
• Fieldwork and mapping skills;
• Ability to work independently and/or in small teams and be flexible;
• Be enthusiastic and hard-work
• Demonstrated passion and commitment to development work; and
• A minimum of 1 years of professional experience in GIS, mapping, data management and implementation in related field.

Interested applicants should send a cover letter and CV with contact details of two references in writing or by e-mail to the address below before Tuesday, 25 December 2012, if applying by e-mail the position applied for should be included in the subject line of the mail:

ICEM Vietnam Office  
No. 6A, Lane 49 To Ngoc Van Street, Tay Ho District  
Hanoi, Vietnam  
Tel: +84 4 3 823 9127  
Email: lan.hahoang@icem.com.au
Website: www.icem.com.au; www.mekong-protected-areas.org