

*Médecins Sans Frontières Suisse has a vacancy for a*

# **GIS Business Project Manager**

## **for the GEOMSF Project**

### **Context**

Since 2013, MSF OCG has been providing Geographic Information System (GIS) services for their own operations and gradually for the whole Movement. GIS support has shown to improve programming in many areas: Emergency mapping, Epidemiological surveillance, Natural disaster preparedness and response, Program planning, Logistics, and others.

To build on these successes, to accomplish the full potential of a GIS enabled environment and in order to increase the benefits of GIS for operations, existing services need to scale up. This requires a dedicated project – the GEOMSF project, which aims to leverage crosscutting geographic information to help operations and sectors gain an understanding of a situation and its spatial context.

Led by OCG, the project will draw on three years of experience of fulfilling requests for geographic data analysis, visualizations and maps to build a platform that will significantly upgrade staff members' capacity in the field and at headquarters to easily analyze and view geo-referenced data from a) different contexts, b) sectors and c) points in time.

In order to manage the GEOMSF project complexity and international context, the project will have a dedicated Program Manager and a Team that will be structured around two streams:

- **GIS Business stream:** to manage user relationship for successful definition of user needs and GIS services, develop e-learning, administer Core GEO database and bring complementary GIS skills to IT. This stream will be managed by a GIS Business Project Manager.
- **GIS Solutions stream:** to define and implement different architectural aspects of the project (data, platform, and infrastructure) and to build the solutions that will support GIS services (Geoportal, GeoApps, and others) based on the clients' inputs. This stream will be managed by a GIS IT Project Manager.

Both project managers will report to the Program Manager according to the matrix of roles & responsibilities within the program.

### **Your Responsibilities**

The GIS Business Project Manager for GEOMSF will manage and lead the GIS business workstream and be responsible for establishing the technical and non-functional requirements of the solution. He/She will ensure that the solutions are promoted effectively to the operations and rolled out in the most effective manner. The manager, under the oversight of the Program Manager, will also ensure the project is following the expected timeline, within budget, adhere to high quality standards and meet the internal customer expectations.

- Have a full understanding of the business requirements, project stakes, benefits, constraints, interdependencies of the GEOMSF project.
- Manage and lead the GIS Business workstream for the GEOMSF project: (business analysis, communication, data management, e-learning, field support, etc.) through the entire cycle.
- Lead or participate in the analysis, the selection, the design and implementation of the GEOMSF project solutions.
- Define and maintain detailed overall plan for the project, manage tasks and teamwork assignments, direct and monitor work efforts on a daily basis, identify resource needs, performing quality review.
- Track key project milestones and adjust project plans and/or resources to meet the needs of customers.

- Escalate functional, quality, timeline issues appropriately. Propose change requests as needed.
- Ensure coherence and good cooperation within the project team.
- Coordinate communication with all areas and stakeholders of the organization impacted by the project. Manage expectations.
- Liaise with the GIS IT Project Manager and technical team members of the GEOMSF project for the implementation and the commissioning of solutions.
- Identify one or two mature GIS related projects that could benefit from R&D.
- Report to and align with the project steering committee and Program Manager.
- Deliver project documentation and formal reporting.
- Responsible (with support of communications specialist) for development of detailed communication plan and products of communication materials, organize communication campaigns, events on GEOMSF services, tools, status and coordinate communication with all areas and stakeholders of the organization impacted by the project.
- Assist Program Manager in recruitment of staff and consultants.
- Ensure full compliance with the PMO methodology, tools and standards. Actively propose improvements

## **Your Profile**

### *Education*

- Bachelors or Masters Degree in geomatics (strongly preferred), or related field (i.e. engineering, information systems with orientation in geomatics), with a proven experience in project management
- Project management certification (PMP or else) or recognized project management curriculum

### *Experience*

- Strongly preferred -Experience as GIS project manager and accompanying change (change management) within an organization :
  - 3-5 years of work experience in project management
  - 3-5 years of work experience in GIS
- Experience and familiarity with various GIS tools in the industry (e.g. ESRI, FME tools)
- Experience in user centric design of webapps/mobile tools
- Field experience in the humanitarian sector
- Experience in an international environment

### *Technical competencies*

- Excellent overall understanding of GIS matter (Data management, Web applications (geoapps), mapping, etc.)
- Strong project management skills
- Capacity to lead internal and external project teams
- Outstanding analysis and synthesis skills
- Strong capacity to capture the demands of the lines of business and transform them into solutions
- Excellent overall understanding of business needs across MSF movement
- Knowledge of various business areas
- Knowledge of various products and technologies related to the project
- Vendor management

### *Soft skills*

- Strong capacity to manage expectations and convince senior management and stakeholders in a matrix organization
- Excellent written and oral communication skills
- Autonomous and very well organized
- Strongly customer oriented
- Capacity to lead project team members Outstanding capacity to deliver

- Excellent team player/team leader
- Quality and results oriented
- Flexible
- Pro-active
- Committed to MSF values

#### *Languages*

- Fluent in English & French (oral and written)

#### **Terms of Employment**

- **Fixed-term contract of 36 months**, full-time position (CDM 100%)
- Based in Geneva, with occasional travels
- Ideal starting date: immediate
- Gross annual salary: CHF 106'140.- (salary commensurate with experience and internal salary grid)

#### **How to apply**

Interested candidates should forward by email only their application (CV 2 p. max. – letter of motivation 1p. max. – French or English – 5MB max) to [emploi@geneva.msf.org](mailto:emploi@geneva.msf.org) **stating in the subject line «GIS Business PM Ext 2018.03».**

***Closing date for application is extended to 30<sup>th</sup> March 2018.***

***The applications will be treated confidentially.***

***Only short-listed candidates will be contacted.***

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>