



PROJECT FOR SUSTAINABLE FOREST MANAGEMENT IN THE NORTHWEST WATERSHED AREA Terms of Reference

Job Title:	GIS officer		
Duty Station:	Dien Bien Phu, Viet Nam		
Expected Start Date of Assignment:	1 April 2014	Duration:	12 months (with possibility of extension)
Reports to:	Forest Management Expert		

GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the Chief Advisor, the administrative guidance of the Administrative Coordinator, direct technical guidance of the Japanese expert in forest management, and in coordination with the government counterparts at different levels, the GIS officer will be responsible in supporting the GIS related operation under the Project.

Specifically the GIS officer will:

- Design, develop, manage, and update geo-databases related to forest management according to the requests and specifications from the Project experts;
- Collect and manipulate geo-datasets from the relevant authorities and the field for the integration into the Project geo-database;
- Maintain most up-to-date geo-database for the Project;
- Guide and assist field surveys with handheld GPS receivers;
- Participate and assist training courses and workshops related to forest management, forest monitoring systems, and GIS/GPS operations;
- Assist technically the pilot operation of the provincial forest monitoring system including field recording of forest changes with GPS/GPS camera, forest monitoring with random sampling grid (check points), data transfer to REDD+ database, and data compilation;
- Prepare tabular geographic data for forest management including, but not limited to, land and forest allocation and PFES payment, forest protection contract, forest regeneration, and afforestation;
- Prepare necessary thematic maps based on the requests and specifications from the Project experts;
- Provide interpretation and translation services as necessary; and
- Perform other related duties as required by the Project.

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KEY PERFORMANCE INDICATORS

Expected Outputs:

- 1) Most up to date geodatabase for the project
- 2) Necessary thematic maps as requested
- 3) The final report summarizing the work under one's responsibility

Required Completion Date:

31 March 2015
31 March 2015
31 March 2015

REQUIRED COMPETENCIES

Academic Qualifications:

- University degree in geo-spatial science or other relevant field such as forestry and natural resources management with GIS training (in case the applicant does not have university degree as required, but with equivalent training on the subject out of the university, it is still acceptable, but it should be clearly indicated in the application document including the detail of the training).

Technical Competencies and Experience Requirements:

- At least two years of practical experience in GIS and geo-database creation and operation;
- Good understanding of remote sensing and GIS/GPS operation especially related to forest management;
- Basic understanding of the policies and institutional mechanisms related to forest management at both national and provincial levels;
- Proven ability to work and establish good working relationships with government staff and development agencies/projects;
- Proven ability to work as a team with other colleagues and supervisors as well as people with different background and ethnic backgrounds;
- Professional time and work management skills and disciplines;
- Good report writing and documentation skills;
- Familiarity with ArcGIS and MapInfo;
- Familiarity with Garmin GPS receivers;
- Familiarity with Microsoft Office applications and the internet applications; and
- Fit to undertake field survey in forested and hilly areas;
- Working knowledge of written and spoken English and Vietnamese.