



# Job Vacancy

Albertine Rift Conservation Society  
Société de Conservation du Rift Albertin

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## Job Description

<b>Date:</b>	1 <sup>st</sup> July 2011
<b>Job Title</b>	ARB MIS & GIS Programme Manager
<b>Location</b>	ARCOS Regional Office, Kampala, Uganda or any other location in the Albertine Rift
<b>Reports to</b>	Executive Secretary
<b>Duration:</b>	Open ended subject to 3 month probation, performance and funding.

### Introduction

ARCOS is a registered charity and company limited by guarantee in the UK and Uganda, with a Regional Coordination Secretariat based in Kampala, Uganda, and in process to register in Rwanda and Burundi. The Albertine Rift is a bio geographic region of the western African Rift Valley, covering the area in six countries: Eastern D.R. Congo, western Uganda, Rwanda, Burundi, and south-western Tanzania to northern Zambia. Since its creation in 1995, information management and sharing and capacity building of partner institutions in the Albertine Rift region have been among the key priorities for the organisation. In 2010, ARCOS became Associate to the Global Biodiversity Information Facility (GBIF) and signed a regional MOU on biodiversity data and information sharing with government institutions as national data centres involved in information management in the region. In collaboration with various partners, particularly the national data centres in the Albertine Rift, GBIF, UNEP-WCMC, UNEP-Arendal and the National Museums of Kenya, ARCOS received funding support from the JRS Biodiversity Foundation to implement a project *"Albertine Rift Biodiversity Portal - Building competence for biodiversity Information Systems in the Albertine Rift region"* We are now recruiting a Programme Manager for the Albertine Rift Regional Biodiversity Information System (ARB MIS) and GIS. This is a Senior Technical Position within the ARCOS Network.

### Overall ARB MIS/GIS Programme Manager Responsibilities

The overall responsibility of the ARB MIS and GIS Manager will be to provide leadership, coordination, management and support of all ARCOS information systems and GIS resources, working closely with ARCOS staff and partners.

### Main Duties

#### Coordination and Strategic Development of Information System:

- Act as main focal point for the Albertine Rift Biodiversity Monitoring and Information System (ARB MIS) and coordinate all related activities;
- Work with ARCOS staff and partners to develop strategic directions for ARB MIS and GIS Programme and design a participatory strategy for implementation.
- Ensure the promotion of ARB MIS and GIS programme and multi-stakeholder process, identify and develop new tools and standards;
- Work with ARCOS management and partners to identify new funding sources and write proposals to maintain long-term financial health of the programme.

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### **Programme Management and Implementation:**

- Develop implementation plan for projects and activities under the ARBMIS Programme.
- Specifically, manage the JRS Biodiversity Foundation funded project on “Albertine Rift Biodiversity Portal - Building competence for biodiversity Information Systems in the Albertine Rift region”
- Oversee the quality and timely production of ARCOS Newsletter Backbone/Le Pilier, ARCOS website and the regional Biodiversity Portal.
- Coordinate and manage ARCOS staff under the ARBMIS Programme.

### **Data Collection, Compilation, Analysis and Dissemination:**

- Develop and manage ARCOS data collection and management system as part of the Albertine Rift Biodiversity Information System (ARBMIS),
- Oversee data and information gathering and collection, periodic archiving and security.
- Manage the flow and dissemination of information and all cartographic materials, and keep existing maps and databases updated.
- Work with ARCOS staff and various partners and collaborators in the analysis and modelling of geographic information, production of multimedia materials, publications, maps using GIS.

### **Networking and Partners Liaison**

- Provide advice, guidance and training on the use of GIS system to ARCOS partners and national data centres to maximise the effectiveness of biodiversity data and GIS use
- Develop and maintain effective access and sharing of biodiversity data and GIS within the region.
- Ensure smooth implementation of the regional MOU on biodiversity information and data sharing and reporting.
- Develop and maintain relationships with partner institutions within and outside the Albertine Rift region such as GBIF Partners, JRS Project partners and other institutions interested in biodiversity information management and reporting in the Albertine Rift region.

### **Special Requirements**

- At least MSc in information management system, GIS or other related fields;
- At least 5 years’ experience in data management, mapping and GIS, preferably in the Albertine Rift region with good knowledge of desktop publishing, ArcGIS, Visual Basic, etc;
- Experience with relational databases (MS SQL server and MS Access), exposure to working with GPS and mobile devices;
- Ability to work well in a team setting across cultures and collaboration among diverse partners and internally within the organisation, and project management at regional level;
- Ability to efficiently identify and solve technical project issues, plan and implement technical aspects of on-going projects and revises as appropriate to meet technology changing needs and requirement;
- Experience in project development and proposal writing to ensure long-term financial health of the programme in charge.
- Excellent oral and written communication skills in English and French;
- Committed to NGO development and non-profit work and sound management of time and other allocated resources;
- Ability to work long hours, to travel or relocate to other location for the benefit of the project and the organisation;
- Passionate, proactive, enthusiastic and results-oriented personality to protect the environment.

**ARCOS is an equal opportunity employer. Interested candidates can submit a cover letter, CV and the names and contact information of three referees before Friday 15th July 2011, to the Finance and Administration Manager, ARCOS by e-mail to [finadmin@arcosnetwork.org](mailto:finadmin@arcosnetwork.org). Only short-listed candidates will be contacted for interviews. For further information, please contact ARCOS website: [www.arcosnetwork.org](http://www.arcosnetwork.org)**