

JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with projects in Hanoi, Hue and Quang Tri. We are seeking for qualified, enthusiastic, experienced Vietnamese national applicants for a Full time IM Officer (IMO) based in NPA-ERRP project office in Hue city, Thua Thien Hue province with travels to Hanoi and/or field offices in provinces as work required.

Main Function:

The IM Officer (IMO) will work closely with the IM Manager (IMM) to support him in matters related to data management and operational task progress. The IMO will conduct other tasks under his assignment and guidance to ensure smooth running of information management, in line with all current NPA policies and procedures.

General responsibilities

- Manage operational datasets in GIS and lists so that operations are reflected accurately and timely on IM platforms
- Prepare survey and clearance tasks and task materials on GIS and ArcGIS Online in line with team tasking by Operations Manager
- Act as provisional IMO to other NPA Vietnam field projects in preparing tasks and data processing
- Support in summarizing of operational data and designing operational maps
- Assistance in office IT troubleshooting.

Specific duties

- Management of NTS, TS, clearance, and EOD operations overview in GIS and statistics
- Produce specific GIS and statistical dataset as required for survey tasks or for operational reports
- Prepare data and tables in format of GIS and table for tasks issued by OM team
- Manage and maintain backup of GIS projects and GIS data
- Assist IM Manager to train and instruct operation staff in field of IM
- Assist office staff in IT troubleshooting, i.e Windows, softwares, printers, scanner, and networking
- When needed, provide IM support to other NPA Vietnam field projects in preparing tasks and data processing

Required qualifications:

- Bachelor degree in GIS, database or computer science; or equivalent experience of at least 3-5 years in data collection and management, especially with the use of GIS technologies
- Experience in field operations, especially in Mine Action, would be an asset
- Skills in GIS, SQL, relational database, MS Sharepoint and Windows is an advantage
- Flexible, work hard, team work, work under pressure, and positive attitude

- English will be an asset

Interested candidates are invited to submit a CV and a cover letter, copies of the Degrees/ Certificates and 03 references to NPA Vietnam via email recruitment.vn@npaid.org or nhand@npaid.org or directly at NPA – ERRP project office at House no.13, Au Lac str., An Dong ward, Hue city, Thua Thien Hue province, Vietnam (the application is accepted even during weekend).

The closing date for application is at 4pm on 27 March 2020. We may proceed recruitment process earlier, when having suitable candidates. Women and people with disability are encouraged to apply. Only short-listed candidates will be notified and inappropriate applications will not be returned.