



UN GEOSPATIAL NETWORK

**UNITED NATIONS COMMITTEE OF EXPERTS ON
GLOBAL GEOSPATIAL INFORMATION MANAGEMENT**

**Generic Geospatial Job Profiles for the
United Nations System**
(pending final approval by Office for Human Resource Management)

July 2021

Document Change Control

Revision Number	Date of Issue	Author(s)	Brief Description of Change
0.1	2020-11-27	Effigis	First draft version of document
0.2	2020-12-18	Effigis-Secretariat	Second draft version of document, substantive amendments
0.3	2021-01-14	WFP-Secretariat	Third draft version of document including terminology amendments and formatting
0.4	2021-03-08	Effigis	Fourth draft version of document, reformatting and inclusion of comments from the Network
0.5	2021-03-12	WFP-Secretariat	Fifth draft version of document, consolidations, amendments and formatting
0.6	2021-05-04	UNICEF-WFP-Secretariat	Sixth draft version of document, consolidation, amendments to requirements from OHRM and formatting to UN standard profiles
0.7	2021-06-15	Secretariat	Seventh draft version, editorial and inclusion of comments and reviews through Regional Commissions
0.8	2021-06-23	Secretariat-Representatives of the UN Geospatial Network	Eighth draft version of the document amended based on comments from the Network, adopted in meeting of UN Geospatial Network (on 2021-06-22), and other editorial adjustments
0.9	2021-07-12	WFP-Secretariat	Split General Staff profiles by level.

Consultations and comments from representatives to the UN Geospatial Network including from DESA, ECA, ECLAC, ECE, ESCAP, ESCWA, FAO, IAEA, IFAD, ILO, ISA, ITU, ICAO, IOM, ODC, OICT, OLA, OOSA, UNCCD, UNDP, UNDRR, UNDSS, UNEP, UNESCO, UNFPA, UN-Habitat, UNHCR, UNICEF, UNITAR, UNOPS, UN Women, WFP, WHO, WMO and World Bank.

The UN Geospatial Network wishes to acknowledge and thank Member States who provided informal comments and reviews that helped the preparation of these generic job profiles.

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GENERIC JOB PROFILE
Director, Geospatial Information Management – D2/D1

Organizational Setting and Reporting Relationships:

These positions are located throughout the organization, mainly at Headquarters and Regional Offices. The Chief of Branch/Service/Division reports to the Director. In some offices, this position has the title of Director and reports to the Head of Department, in context of the UN-GGIM, acts as the Seniormost Geospatial representative of his/her entity.

Responsibilities:

The Director Geospatial Information Management formulates and implements the substantive work programme of the Branch/Service/Division under his/her supervision. Oversees the management of activities undertaken by the Branch/Service/Division, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Division and Department, and with other organizations of the United Nations System, as appropriate:

- Leads, supervises, and carries out the work programme of the Geospatial Information Management Branch/Service/Division. Co-ordinates the work carried out by different work units under the Geospatial Information Management Branch/Service/Division and by other agencies and bodies of the United Nations system; provides programmatic/substantive reviews of the drafts prepared by others.
- Co-ordinates and oversees the preparation of reports for presentation to intergovernmental bodies, administrative and budgetary programmes and other policy-making organs, as appropriate.
- Reports to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Leads and approves the development of strategies, workplans and proposed activities in accordance with latest geospatial frameworks, trends, policies, standards, innovation, technology and substantive priorities
- Ensures that the outputs produced by the Geospatial Information Management Branch/Service/Division maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Sections under their supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Determines priorities and allocates resources for the completion of outputs and their time delivery.
- Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the Geospatial Information Management Branch/Service/Division, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance, interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting.

- Recruits staff, taking due account of geographical and gender balance.
- Manages, guides, develops and trains staff under their supervision.
- Fosters teamwork and communication among staff in the Geospatial Information Management Branch/Service/Division and across organizational boundaries.
- Leads and supervises the organization of meetings, seminars, etc. on substantive issues. Manages the substantive preparation and organization of such meetings or seminars.
- Represents the Division and participates in international, regional or national meetings and provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions including to the United Nations Committee of Experts of Global Geospatial Information Management (UN-GGIM) and the United Nations Geospatial Network.
- Ensures that geospatial information management within the organization is aligned with the strategic objectives, mandates and institutional mission.
- Endorses geospatial information policies, standards and systems to support the implementation of strategies set by upper management.
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- Ensures geospatial information assets are promoted and used by the agency and all potential stakeholders.
- Ensures liaison with other stakeholders using or providing geospatial information is always up to par.
- Oversees, approves and procures technology, systems, security, tools and evaluates them according to established goals.
- Co-ordinates geospatial information managers and supervises computer scientists, data specialists, technicians and other professionals to provide guidance.

Work implies frequent interaction with the following:

Senior managers and staff within the Division, Department, Office, Commission and/or Mission. Senior Staff within the UN Secretariat, Missions Heads and other UN offices, funds, programmes and specialized agencies. Representatives of Governments and representatives of non-governmental organizations. Chairs and members of intergovernmental bodies.

Results expected:

Produces high-quality outputs on key issues. Effectively and efficiently manages available human and financial resources to ensure the timely delivery of programmed outputs and to optimize actions for the team. Provides solid substantive support in the servicing of various committees and intergovernmental bodies; reports for these bodies are clear and focused on the issue at hand and the meetings or seminars are well-organized meetings or seminars and address the topics covered in a comprehensive manner. Effectively develops staff under his/her supervision, including their on-going learning and development. Effectively assists, guides and supports programme managers in meeting their objectives and outputs. Through a range of geospatial data-driven products, she/he helps colleagues identify ways to use data as an asset to support evidence-based decision-making, strategy development, and strategy execution.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in geography, geospatial information, Earth sciences, geoinformatics or other related geoscience,

information and data fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of fifteen years of progressively responsible experience in information management, analytics, data visualization, stakeholder management or related area is required.

Proven experience in information and technologies management for business or operations in large organizations is required.

Proven experience in using data and information to guide decisions, develop strategic direction and oversee execution is required.

Experience with team and/or project management is required.

Experience in international organizations is desirable.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific job opening. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

GENERIC JOB PROFILE

Chief of Section/Unit, Geospatial Information Management – P5

Organization Setting and Reporting Relationships:

These positions are located throughout the organization, mainly at Headquarters and Regional Offices. The Chief of Section/Unit, Geospatial Information Management usually reports to the Director, Geospatial Information Management, in context of the UN-GGIM, acts as the Seniormost Geospatial representative of his/her entity (or Alternate, as applicable).

Responsibilities:

Within delegated authority, the Chief of Unit/Section is responsible for the following (These duties are generic and may not be carried out by all Chiefs of Unit/Section):

- Provides policy guidance to the Director, Geospatial Information Management, on conceptual geospatial information management strategy development and management of the implementation of overall strategies and intra- and inter-divisional/departmental policies and procedures.
- Plans and oversees the management of activities undertaken by the Geospatial Information Management Unit/Section; ensures that geospatial information management work programmes and programmed activities are carried out in a timely fashion, coordinating diverse projects in the Geospatial Information Management Unit/Section, and, in liaison with other organizations of the United Nations System, donors and agencies as appropriate.
- Manages, supervises, and carries out the work programme of the Geospatial Information Management Unit/Section. Co-ordinates the work carried out by the Geospatial Information Management Unit/Section; provides programmatic and substantive reviews of drafts prepared by others.
- Provides substantive input in the preparation of position papers and reports for presentation to intergovernmental bodies, administrative budgetary programmes and other policy-making organs, as appropriate.
- Advises and contributes to the development of strategies, workplans and activities including on latest geospatial frameworks, trends, policies, standards, innovation, technology and substantive priorities.
- Contributes to the reporting to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.
- Ensures that the outputs produced by the Geospatial Information Management Unit/Section maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Geospatial Information Management Unit/Section meet required standards before completion and comply with the relevant mandates.
- Prepares inputs for the work programme of the Geospatial Information Management Branch/Service/Division, determining priorities, and allocating resources for the

completion of outputs, their timely delivery and reports on programme and projects advancements.

- Carries out programmatic/administrative tasks necessary for the functioning of the Geospatial Information Management Unit/Section, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates.
- Recruits staff for Unit/Section taking due account of geographical and gender balance and other institutional values.
- Manages, guides, develops and trains staff under their supervision.
- Fosters teamwork and communication among staff in the Geospatial Information Management Unit/Section and across organizational boundaries.
- Represents the Organization at inter-agency meetings, seminars, etc. on substantive-related issues.
- Participates in international, regional or national meetings and provides programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of other institutions including to the United Nations Committee of Experts of Global Geospatial Information Management (UN-GGIM) and the United Nations Geospatial Network.

Work implies frequent interaction with the following:

Senior managers and staff within the Division, Department, Office, Commission and/or Mission. Staff within the UN Secretariat, Missions Heads and other UN offices, funds, programmes and specialized agencies. Representatives of Governments and representatives of non-governmental organizations. Chairs and members of intergovernmental bodies.

Results expected:

Produces high-quality outputs on key issues. Effectively and efficiently manages available human and financial resources to ensure the timely delivery and quality assurance of programmed outputs. Provides solid substantive support in the servicing of various committees and intergovernmental bodies; reports for these bodies are clear and focused on the issue at hand and the meetings or seminars are well-organized meetings or seminars and address the topics covered in a comprehensive manner. Turns geospatial data into information, information into insight and insight into decisions. Through a range of geospatial data-driven products, she/he helps colleagues identify ways to use data as an asset to support evidence-based decision-making, strategy development, and strategy execution.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in geography, geospatial information, Earth sciences, geoinformatics or other related geoscience and data fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of ten years of progressively responsible experience in geospatial information management, applied spatial analytics, earth observations, mapping, data visualization, stakeholder management or related area is required.

Proven experience in using geospatial data and information to guide decisions, develop strategic direction and oversee execution is required.

Proven experience in geospatial information and technologies management such as database management, spatial analysis, mapping, programming languages, enterprise management, development of spatial methodologies and/or quality control is required.

Experience with team and/or project management is required.

Experience in international organizations is desirable.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

GENERIC JOB PROFILE
Senior Geospatial Information Officer – P5

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive geospatial analysis and mapping. The Senior Geospatial Information Officer typically reports to a Chief of Service, in context of the UN-GGIM, acts as the Seniormost Geospatial representative of his/her entity (or Alternate, as applicable). The focus of these jobs is to oversee the generation and communication of data-driven analyses in support of decision-making processes, manage the strategy development process, and guide strategy execution.

Responsibilities:

Within delegated authority, the Senior Geospatial Information Officer is responsible for the following (These duties are generic and may not be carried out by all Senior Geospatial Information Officer):

- Plans and directs the work programme on geospatial data, analysis, and technology providing both methodical and managerial supervision of all activities; Plans, organizes and manages staff and evaluates their performance.
- Provides substantive input in the preparation of position papers and reports for presentation to intergovernmental bodies, administrative budgetary programmes and other policy-making organs, as appropriate.
- Collaborates with management to prioritize organization and geospatial information needs.
- Oversees and prepares plans, methods, timelines and quality assurances for the development of geospatial databases, geospatial data collection systems, geospatial data analytics and other strategies that optimize statistical efficiency and quality.
- Guides team members to identify, analyze, and interpret trends or patterns, using machine learning techniques, statistical methods to identify relevant features and variables in structured and unstructured sources of information and data.
- Ensures appropriate processes and techniques for each project are used by team members.
- Develops and oversees data management, analysis, reporting, quality control and standards, including their implementation by geospatial staff.
- Oversees full lifecycle data and analysis including requirements, design, activities and progress monitoring.
- Elaborates and manages geospatial information management strategies, plans and technical models that respond to the strategic objectives and institutional mission within the organization.
- Provides overall guidance and inputs on technical aspects aimed at customizing geospatial information tools and resources, development of new products to respond to organization needs.

- Directs and establishes processes, selection, best practices, tools and installation of geospatial technology resources so that geospatial information assets are managed in a secured and efficient way for users and stakeholders.
- Co-ordinates and consults with users, management, vendors and technicians to develop, strategies, policies, analytical models and innovative technology implementation Ensures adequate partnerships are signed and appropriately used.
- Oversees, manages and leads geospatial information management staff, including selection, training and performance.
- Participates in international, regional or national meetings and provides programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of other institutions including to the United Nations Committee of Experts of Global Geospatial Information Management (UN-GGIM) and the United Nations Geospatial Network.

Work implies frequent interaction with the following:

Collaborate with data, statistical, scientific and other geospatial specialists/analysts; Establish and maintain relationships with counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies, as well as representatives and officials in national governments, international organizations, consultants.

Results Expected:

Produces high-quality outputs on key issues. Effectively and efficiently manages available human and financial resources to ensure the timely delivery of programmed outputs. Turns data into information, information into insight and insight into decisions. Through a range of data-driven products, she/he helps colleagues identify ways to use data as an asset to support evidence-based decision-making, strategy development, and strategy execution.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in geoinformatics (geomatics), geospatial information, Earth sciences, remote sensing or other related geoscience and data field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of ten years of progressively responsible experience in geospatial information management, applied spatial analytics, earth observations, mapping, data visualization, stakeholder management or related area is required.

Proven experience in using geospatial data and information to guide decisions, develop strategic direction and oversee execution is required.

Proven experience in geospatial information and technologies management such as database management, spatial analysis, mapping, programming languages, enterprise management, development of spatial methodologies and/or quality control is required.

Experience with team and project management is required.

Experience in international organizations is desirable.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

*Approved at the P5 level by (XXX, Assistant Secretary-General
for Human Resources).*

XX June 2021

GENERIC JOB PROFILE
Geospatial Information Officer – P4
(Geospatial Coordinator/Specialist)

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive analysis of geospatial data. The Geospatial Information Officer typically reports to a Chief of Section or Senior Geospatial Information Officer, in context of the UN-GGIM, acts as the Seniormost Geospatial representative of his/her entity (or Alternate, as applicable). The focus of these jobs is to generate and communicate data-driven analyses in support of decision-making processes, support strategy development, and manage strategy execution.

Responsibilities:

Within delegated authority, the Geospatial Information Officer/Coordinator is responsible for the following (These duties are generic and may not be carried out by all Geospatial Information Officer/Coordinator):

- Translates organizational needs into analytics and reporting requirements to support decisions, strategies and workflows with geospatial data and information.
- Conducts the development of corporate geospatial systems.
- Leads and oversees the technical aspects of geospatial information tools and resources, and development of new products to respond to organizational needs.
- Implements and documents processes, best practices, tools and quality assurances so that geospatial information assets are managed in a secured and efficient way, promoted and used by all potential stakeholders.
- Formulates and directs geospatial information and technology strategies, policies and plans.
- Provides technical inputs for the development of methodologies for geospatial information analysis, baseline data collection, definition of mapping products and geospatial information and technology services to support end users.
- Provides operational, technical and analytical expertise to projects and colleagues across departments by understanding how to apply the principles, practices and added value of geospatial information.
- Evaluates needs and operationalizes partnerships.
- Evaluates new technology training needs of geospatial information management staff.
- Keep track of trends and developments in spatial analysis best practices, tools, etc.
- Performs other related duties as required.

Work implies frequent interaction with the following:

Collaborate with data, statistical, scientific and other geospatial specialists/analysts; Establish and maintain relationships with counterparts, senior officers and technical staff in relevant

Secretariat units and in UN funds, programs and other UN specialized agencies, as well as representatives and officials in national governments, international organizations, consultants.

Results Expected:

Turns data into information, information into insight and insight into decisions. Through a range of data-driven products, she/he helps colleagues identify ways to use data as an asset to support evidence-based decision-making, strategy development, and strategy execution.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in geography, geospatial information, Earth sciences, or other related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of seven years of progressively responsible experience in geospatial information management, applied spatial analytics, earth observations, mapping, data visualization, stakeholder management or related area is required.

Proven experience in using spatial data and information to guide decisions, develop strategic direction and oversee execution is required.

Proven experience in geospatial information and technologies management such as database management, spatial analysis, mapping, programming languages, enterprise management, development of spatial methodologies and/or quality control is required.

Experience with team and project management is required.

Experience in international organizations is desirable.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

*Approved at the P4 level by (XXX, Assistant Secretary-General
for Human Resources).
XX June 2021*

GENERIC JOB PROFILE
Geospatial Information Officer – P3
(Geospatial Specialist/Analyst)

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive analysis of data. The Geospatial Information Officer typically reports to a Geospatial Coordinator or Senior Geospatial Information Officer. The focus of these jobs is to generate and communicate data-driven analyses and insights in support of decision-making processes.

Responsibilities:

Within delegated authority, the Geospatial Information Officer is responsible for the following (These duties are generic and may not be carried out by all Geospatial Information Officer):

- Locates and defines new geospatial data analysis process improvement opportunities.
- Identifies appropriate geospatial data sources (including open data and big data) for analytics projects.
- Collaborates with data engineers and data scientists to improve data flows, data quality, etc.
- Develops and implements geospatial databases, geospatial data collection systems, geospatial data analytics and other strategies that optimize statistical efficiency and quality.
- Performs and documents methods, processes and quality assurances of programmed outputs.
- Identifies, analyzes, and interprets trends or patterns, using basic machine learning techniques, statistical methods to identify relevant features and variables in structured and unstructured sources of information and data.
- Develops and implements various analysis, reporting and quality control capabilities.
- Creates online databases, dynamic web maps and visualization dashboards.
- Performs other related duties as required.

Work implies frequent interaction with the following:

Collaborate with data, statistical, scientific and other geospatial specialists/analysts; Establish and maintain relationships with counterparts, and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies, as well as representatives and officials in national governments, international organizations, consultants, and NGOs.

Results Expected:

Turns data into information, information into insight to enable informed decision making. Through a range of data-driven products, she/he helps colleagues identify and communicate facts, trends, and patterns to support evidence-based decision-making.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in geoinformatics (geomatics), geospatial information, Earth sciences, remote sensing or other related geoscience field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in geospatial information management, applied spatial analytics, earth observations, mapping, applications development. data visualization or related area is required.

Proven experience in utilizing geospatial software (database management, spatial analysis, mapping, web services development or programming languages) is required.

Experience with team and/or project management is desirable.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

*Approved at the P3 level by (XXX, Assistant Secretary-General
for Human Resources).
XX June 2021*

GENERIC JOB PROFILE
Associate Geospatial Information Officer – P2/P1
(Geospatial Analyst/Technician)

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive analysis of data. The Associate Geospatial Information Officer typically reports to a Geospatial Specialist/Analyst. The focus of these jobs is to generate data-driven analyses and insights in support of decision-making processes.

Responsibilities:

Within delegated authority, the Associate Geospatial Information Officer is responsible for the following (These duties are generic and may not be carried out by all Associate Geospatial Information Officer):

- Develops process improvement mechanisms for geospatial data analytics tasks.
- Acquires and cleans geospatial data from primary or secondary sources and maintains databases/data systems.
- Implements geospatial databases, geospatial data collection systems, geospatial data analytics and other strategies that optimize statistical efficiency and quality.
- Identifies, analyzes, and interprets trends or patterns, using basic machine learning techniques, statistical methods to identify relevant features and variables in structured sources of information and data.
- Tracks and reports on progress regarding department specific geospatial information initiatives.
- Develops reports, dashboards or other tools to effectively summarize findings and convey information to management.
- Performs other related duties as required.

Work implies frequent interaction with the following:

Collaborate with data, statistical, scientific and other geospatial specialists/analysts; Establish and maintain relationships with counterparts and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies, as well as representatives in national governments, international organizations, consultants, and NGOs.

Results Expected:

Under the supervision and guidance of a Geospatial Information Officer, provides effective geospatial data analysis assistance to an essential function of the unit in an efficient and timely manner.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in geography, geospatial information, Earth sciences, or other related field. A first-level university degree in

combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in geospatial information management, applied spatial analytics, earth observations, mapping, data visualization or related area is required.

Proven experience in utilizing geospatial software (database management, spatial analysis, mapping or programming languages) is required.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

*Approved at the P2 level by (XXX, Assistant Secretary-General
for Human Resources).
XX June 2021*

GENERIC JOB PROFILE
(Senior) Geospatial Information Assistant – GS7

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive analysis of data. The Associate Geospatial Information Assistant typically reports to a Geospatial Information Officer. The focus of these jobs is to generate data-driven analyses and insights in support of decision-making processes.

Responsibilities:

With delegated authority, the Geospatial Information Assistant will be responsible for the following duties:

- Independently provides full range of geospatial data analysis assistance at all phases of a geospatial data analysis initiative, typically, a large and highly complex component of the departmental geospatial data analysis initiatives, seeking guidance only in exceptional circumstances.
- Serves as a focal point for coordination, monitoring and expedition of geospatial data analysis activity, involving extensive liaison with diverse parts of the organization to request geospatial data and to communicate geospatial data needs to other parts of the organization. Follows-up on requests made by other team members and coordinates activities.
- Maintains specific information products in their area and assists more senior staff in providing information products to others.
- Drafts correspondence and communications related to all aspects of geospatial data analysis, including information on available geospatial data sets, geospatial data catalogs and geospatial data analysis, revisions and other related issues, as well as preparing unit contributions for a variety of periodic reports.
- Prepares newsletters and other products related to geospatial data analysis activities; drafts inputs for a wide range of documents/reports, briefings/debriefings, correspondence, etc.
- Provides guidance and training to new/junior staff.
- Supervises other general service staff in the function.
- Performs other duties as assigned.

Work implies frequent interaction with the following:

Staff at various levels throughout the Organization.

Specialized agencies and national governments.

Results Expected:

Under supervision/guidance of a Senior Geospatial Information Officer (Coordinator), Geospatial assistant provides consistent, accurate and comprehensive spatial data analysis collection to an essential function of the unit in an efficient and timely manner. Independently

provides accurate, well organized reports and/or records. Interprets and applies guidelines to achieve specific outputs.

Qualifications:

Education: High school diploma or equivalent. Must have passed the United Nations Data Science Assistant Examination at Headquarters or an equivalent locally administered test at Offices Away.

Experience: Several years of progressively responsible experience in geospatial information, analysis, mapping data visualization, information management or related area is required.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

*Approved at the GS Level by (XXX, Assistant Secretary-General
for Human Resources).
XX June 2021*

GENERIC JOB PROFILE
Geospatial Information Assistant –GS6

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive analysis of data. The Associate Geospatial Information Assistant typically reports to a Geospatial Information Officer. The focus of these jobs is to generate data-driven analyses and insights in support of decision-making processes.

Responsibilities:

With delegated authority, the Geospatial Information Assistant will be responsible for the following duties:

- Contributes to the preparation of reports based on organizational needs and requirements for reporting and analysis.
- Supports more senior staff in their work on process improvement mechanisms.
- Contributes to the preparation of geospatial data sets, being responsible for the acquisition and initial cleaning of data from primary and secondary data systems and documents data sets used.
- Contributes to the creation and maintenance of geospatial databases, contributes to geospatial data collection projects products, tools and processes to extend the capabilities of client offices.
- Contributes to the identification and analysis of patterns in geospatial data sets using various methods.
- Prepares geospatial data sets upon request; responds to queries/requests and maintains/updates web pages.
- Performs other related duties as required.

Work implies frequent interaction with the following:

Staff at various levels throughout the Organization.

Results Expected:

Under supervision/guidance of a Geospatial Analyst, Geospatial Specialist or a Senior Geospatial Information Officer (Coordinator), Geospatial assistant provides effective spatial data analysis collection and assistance to an essential function of the unit in an efficient and timely manner.

Qualifications:

Education: High school diploma or equivalent. Must have passed the United Nations Data Science Assistant Examination at Headquarters or an equivalent locally administered test at Offices Away.

Experience: Several years of progressively responsible experience in geospatial information, analysis, mapping data visualization, information management or related area is required.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other: (To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)

*Approved at the GS Level by (XXX, Assistant Secretary-General
for Human Resources).
XX June 2021*

GENERIC JOB PROFILE
Geospatial Information Assistant –GS5

Organization Setting and Reporting Relationships:

These positions are in any organizational setting that benefits from the extensive analysis of data. The Associate Geospatial Information Assistant typically reports to a Geospatial Information Officer. The focus of these jobs is to generate data-driven analyses and insights in support of decision-making processes.

Responsibilities:

With delegated authority, the Geospatial Information Assistant will be responsible for the following duties:

- Assists with maintaining an inventory of organizational needs and requirements, and assists with reports and communication
- Assists with process improvement mechanisms
- Assists with geospatial data acquisition and geospatial data cleansing
- Assists in maintaining geospatial databases, with data collection efforts, create statistics
- Assists with the identification and analysis of patterns in geospatial data using standard techniques
- Assists with the preparation of geospatial data sets and responds to queries; and maintains/updates web pages.
- Performs other duties as assigned.

Work implies frequent interaction with the following:

Staff at various levels throughout the Organization.

Results Expected:

Under supervision/guidance of a Geospatial Analyst, Geospatial Specialist or a more senior Geospatial Information Assistant, Geospatial assistant provides effective spatial data analysis collection and assistance to an essential function of the unit in an efficient and timely manner.

Qualifications:

Education: High school diploma or equivalent. Must have passed the United Nations Data Science Assistant Examination at Headquarters or an equivalent locally administered test at Offices Away.

Experience: Several years of progressively responsible experience in geospatial information, analysis, mapping data visualization, information management or related area is required.

Language: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

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Specialty add-ons (Technicians assist in the below)

Earth Observation

- Processes, analyses and interprets imagery acquired from aircraft, spacecraft or ground bases through the application of relevant scientific knowledge e.g. remote sensing and use of appropriate software tools to extract geospatial information.
- Integrates remote sensing data with other geospatial information and derives analysis-ready geospatial information products for specific purposes and disciplines through the design and application of processing workflow and corrections.
- Documents methods used, writes technical reports and promotes geospatial information products produced from remotely sensed data.
- Contributes to the development and application of standards, policies, procedures and knowledge sharing for remote sensing data.

Cartography

- Collects and manages geospatial data from multiple sources to provide information that is documented, interpreted, symbolized, and scaled to requirements.
- Identifies and prepares geospatial data for use in a variety of applications and processes through the use of relevant techniques and scientific knowledge e.g. photogrammetry, cartography, remote sensing, surveying, geocoding.
- Designs and implements derived, analysis-ready geospatial methods, processes and tools e.g. terrain and surface models from point clouds, data conversion benchmarks to update maps and geospatial databases.
- Understands and applies the principles and practices of cartography and automated mapping, map projections & coordinate systems and sets cartographic specifications, quality control, and ascertains accuracy estimates.
- Contributes to the development and application of standards, policies, procedures and knowledge sharing for cartographic data.

Geospatial Systems

- Creates and maintains IT products to support geospatial information management and geospatial software tools for use by geospatial information management staff.
- Designs and implements spatial data infrastructure.
- Designs, builds and maintains geospatial applications (including web applications), spatial data infrastructure and development tools using latest available technology
- Translates spatially related user requirements and technical systems specifications into working, tested geospatial information systems and applications, including developing detailed specifications, writing or generating code, compiling, integrating data-driven programs, systems, and interfacing with databases.
- Assembles specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

Survey

- Surveys, measures and describes land surfaces, mines, underground surfaces and sea, river and lake beds.
- Plans and conducts aerial photographic surveys.
- Notes exact position of various features and records survey data in digital form.
- Provides information to make and revise maps and charts using aerial photographs, satellite imagery, survey data, maps, records, reports and statistics.
- Undertakes research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems.