

April 7th 2017
Punta Gorda Town, Belize



Vacancy for GIS Officer

Dear Applicant,

Thank you for your interest in the position of GIS Officer at Ya'axché Conservation Trust.

This application pack contains a Job Description and Person Specification. Please read the documents carefully.

To apply, please send a copy of your résumé or CV (no more than two pages) and a one-page letter outlining your interest in, and suitability for, the position. All documents should be in .pdf format and should be emailed to stephanie.smith@yaaxche.org.

The closing date for submission of your application is April 30th, 2017. We look forward hearing from you.

Yours sincerely,

Stephanie Smith
Sustainable Land Use Manager
Ya'axché Conservation Trust

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JOB TITLE	GIS Officer
LOCATION	Ya'axché Main Office, Punta Gorda & Golden Stream Field Station, Toledo, Belize
LENGTH OF STAY	Minimum 1 year commitment (probation period 3 months)
WORK SCHEDULE	Full Time (Monday – Friday, 8:00am – 5:00pm) including weekends as required
SALARY	\$500 Belize Dollars stipend per month for first 3 months; thereafter \$1,000 BZD
REPORTING TO	Sustainable Land Use Manager

1.0 JOB DESCRIPTION

1.1 CONTEXT

We're looking for a passionate volunteer who wants to contribute to sustainable development and experience living abroad in Belize. Ya'axché is a fun, mission-driven place to work and we're looking for like-minded volunteers to join our team!

Ya'axché Conservation Trust is a community-oriented NGO that couples conservation with sustainable development to advance integrated landscape management in southern Belize. The focal geographic area for Ya'axché's activities, the Maya Golden Landscape (MGL), extends from the Maya Mountains to the Port Honduras Marine Reserve in the Caribbean Sea and forms part of the largest remaining contiguous areas of broadleaf forest in Central America. The MGL includes Ya'axché's Golden Stream Corridor Preserve (GSCP, 15,000 acres) and the Bladen Nature Reserve (BNR, 100,000 acres) and Maya Mountain North Forest Reserve (MMNFR, 36,000 acres), both of which are co-managed by Ya'axché and the Belize Forest Department.

In addition to managing protected areas via Ya'axché's Protected Areas Program, Ya'axché puts an equivalent focus on the livelihoods of the surrounding communities through education, sustainable livelihood initiatives and implementation of best practices. The Community Outreach & Livelihoods program seeks to increase environmental knowledge, address the socio-economic situation of the communities within and adjacent to the Maya Golden Landscape (MGL) by promoting cacao-based agroforestry and other better agricultural practices. It contributes to building local capacity, environmental education, supporting the implementation of community plans, and supporting community links with other programs of the organization.

1.2 OVERALL RESPONSIBILITIES

The position of GIS Officer is an integral part of the work at Ya'axché. The GIS Officer is responsible for ensuring the timely collection, creation, and analysis of geospatial data in order to understand the patterns of land use change in the MGL and have a clear picture of the organization's impact. The GIS Officer is part of the Sustainable Land Use Team at Ya'axché, which works with all programs in the organization to make recommendations, improve performance, and create cohesion between programs. As the GIS Officer, there is an opportunity to use your skills to make a difference in the work we are doing in the MGL.

1.3 SPECIFIC DUTIES

1. Lead geospatial activities through data collection, creation, and analysis
2. Download, manage and analyze LANDSAT imagery in order to monitor land use change and deforestation in the MGL
3. Support the ongoing projects at Ya'axché Conservation Trust through the collection and organization of spatial data.

4. Develop in-house trainings related with geospatial activities, as well as trainings for communities and other organizations.
5. Communicate clearly with the Sustainable Land Use Manager, Protected Areas Program Director, Community Outreach and Livelihoods Director, Science Director and team mates
6. Demonstrate initiative and creativity in generating activities and products that support the mission of the organization.

2.0 EDUCATION AND EXPERIENCE

Essential

- Minimum Bachelor's Degree in relevant subject area (Geography, GIS, Remote Sensing, Biology, Natural Resource Management, or related field)
- Experience in remote sensing, particularly analyzing LANDSAT imagery
- Experience using ArcGIS and remote sensing software, such as ENVI

Desirable

- Masters or postgraduate degree in GIS and/or remote sensing
- Experience using GPS to create spatial data sets
- Experience working for conservation NGOs in developing countries

3.0 TECHNICAL SKILLS

Essential

- Excellent organizational, communication, interpersonal and planning skills
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Access)
- Proven record in technical writing and data analysis
- Good written and spoken English
- Ability to demonstrate disciplined implementation to execute plans.

Desirable

- Physical ability to do fieldwork in a tropical climate
- Moderate knowledge of Spanish
- Knowledge of conservation and community development issues in developing countries

4.0 PERSONAL SKILLS

Essential

- The ability to work with a wide variety of individuals (including a multi-cultural in-house team) by using tact, diplomacy and flexibility and resolving conflict effectively.
- Self-motivated and able to work independently with minimal supervision.
- Ability to manage multiple tasks and allocate time effectively to meet internal and external deadlines
- Ability to operate as part of a team in a dynamic environment, as well as self-motivation, drive and enthusiasm to work under own initiative.
- Ability to think strategically and logically and to apply common sense
- Dependable and reliable, with a positive attitude.
- Interest in conservation and community development
- Meticulous attention to detail.
- Strong communication skills to clearly communicate key messages and have candid conversations.

5.0 PERFORMANCE REVIEW & EVALUATION

All positions at Ya'axché (whether paid or volunteer) are subject to a review every three months. For the GIS Officer the review will be carried out by the Sustainable Land Use Manager. Reviews are conducted in a participatory manner to develop a mutual understanding in regards to the satisfactory fulfilment of duties detailed in the Job Description, adherence to Ya'axché's policies and operational procedures (copies will be provided once the ToR has been signed), and on the impact of activities undertaken on Ya'axché accomplishing its objectives. The review also provides an opportunity for the employee to discuss his/her performance over the past three months, to identify personal development needs and to set targets for the coming three months.