



Asosiasaun Grupo Sistema Informasaun Geografia [G-SIG Timor-Leste]

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Project	: Timor-Leste Fuel Price Volatility Response
Project Funding	: Indo-Pacific Response Flexible Fund (IPRFF)
Implementing Partner	: Association of Grupo Sistema Informasaun Geografia (G-SIG)
Duty Station	: Bobonaro Municipalities, Timor-Leste
Position	: Field GIS Technical Support (1)
Employment Type	: Project-based / Fixed-term
Project Period	: September–December 2026
Reports to	: G-SIG Executive President and WVTL Project Lead
Technical Coordination	: WVTL Area Managers, IPRFF CDO, AHP Project Coordinator

ABOUT G-SIG:

The Association of Grupo Sistema Informasaun Geografia [G-SIG] is a youth-led non-governmental organization officially established and registered in Timor-Leste through the Ministry of Justice under the Directorate General of Registry and Notary Services in 2022, and formally approved in 2023 under registration number **06/DNRN-DGSRN/MJ/II/2023**. As a legally recognized entity, G-SIG is dedicated to advancing and disseminating geoscience-related information to the public, academic youth, non-governmental organizations, and government agencies, with a particular focus on environmental risks, climate change, natural disasters, and the management of natural resources in Timor-Leste. The organization promotes the application of geospatial data through the use of Geographic Information Systems (GIS), pursuing this mission through research initiatives, public presentations, dissemination efforts, and capacity-building programs.

2. POSITION PURPOSE

The **Field GIS Technical Support** will provide technical and operational support to G-SIG's project team in the collection, management, verification, analysis, mapping and reporting of project data.

The position will combine **field data collection and household verification with GIS and spatial data management**, supporting the identification and verification of vulnerable households, beneficiary monitoring, market assessments, post-distribution monitoring, accessibility and inclusion assessments, and other project activities.

The position will ensure that field data are **accurate, complete, properly documented, spatially referenced where appropriate, and available for timely analysis, visualization and reporting**.

3. KEY RESPONSIBILITIES

The Field GIS Technical Support will work under the supervision of the G-SIG Executive President and in coordination with the G-SIG project team and WVTL counterparts.

3.1 GIS and Spatial Data Management

The staff member will:

- Support the development, maintenance and updating of project GIS databases.
- Prepare and maintain spatial datasets for targeted sucos, aldeias, households, markets, project activities and other relevant locations.
- Conduct GIS data processing, cleaning, validation and quality control.
- Prepare maps to support beneficiary identification, field verification, monitoring and project reporting.
- Maintain accurate geographic records of field activities and project interventions.
- Support the integration of household and beneficiary information with geographic/spatial data where appropriate.
- Produce maps, spatial summaries and other GIS outputs required by G-SIG and WVTL.
- Maintain appropriate naming conventions, metadata and data organization for project datasets.
- Ensure that GIS outputs are accurate and consistent with approved project data.

3.2 Field Data Collection and Household Verification

The Field GIS Technical Support will support G-SIG's household verification activities, including:

- Participate in coordination with municipal, administrative post, suco and aldeia authorities.
- Support the review and updating of the Most Vulnerable Household (MVH) database.
- Conduct household-level field verification and spot checks.
- Collect and verify household information using approved digital data-collection tools.
- Verify household locations and geographic information where required.
- Identify inconsistencies, missing information or potential duplication in household records.
- Support validation of beneficiary information with local authorities and community representatives.
- Document field verification activities and findings.
- Ensure that field data are collected according to approved procedures and ethical standards.

3.3. Field Mapping and Visualization

The staff member will:

- Produce field maps for project teams and field missions.
- Prepare maps showing target sucos, aldeias, households, markets and other relevant project locations.
- Support field teams with navigation and geographic information.
- Update project maps based on verified field information.
- Produce thematic maps for monitoring and reporting.
- Support preparation of maps for stakeholder meetings and project reports.
- Ensure all maps follow G-SIG's agreed cartographic and data-quality standards.

3.4. Data Quality Assurance

The Field GIS Technical Support will contribute to technical quality assurance by:

- Checking field data for completeness, consistency and accuracy.
- Conducting GIS data validation and quality control.
- Cross-checking field records against existing datasets.
- Flagging data discrepancies to the Project Coordinator.
- Maintaining organized project datasets and documentation.
- Supporting verification of project records and evidence.
- Ensuring that project data are backed up and properly managed.

4. REPORTING AND DOCUMENTATION

The Field GIS Technical Support will:

- Prepare field activity reports.
- Provide regular updates on field data collection and verification.
- Prepare GIS maps and data summaries for project reports.
- Support preparation of monthly narrative progress reports.
- Maintain records of field activities, verification exercises and data-collection activities.
- Provide data and evidence required for WVTL and AHP reporting.
- Support preparation of the final project completion report.
- Immediately report significant data-quality, protection, safeguarding or operational concerns to the supervisor.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor's degree or equivalent qualification in **Geographic Information Science, Geography, Geology, Environmental Science, Disaster Risk Management, Information Technology, Surveying, or a related field.**
- Administration, Relevant professional GIS training, Computer, GIS and/or Remote Sensing training or certification (e.g., QGIS, ArcGIS, monitoring tools, or equivalent).

Professional Experience

- At least **1–2 years of relevant experience** in GIS, field data collection, spatial data management, mapping, monitoring or related work.
- Experience working with communities and/or local authorities, community-based projects, or youth-led mapping initiatives are highly desirable.
- Experience in humanitarian, development, disaster risk reduction, climate resilience or community-based projects is an advantage.
- Experience with household surveys, beneficiary registration or field verification is highly desirable.
- Demonstrated experience using open-source geospatial tools and participatory mapping approaches
- Proficiency in GIS software (QGIS preferred), GPS devices, and mobile data collection applications.
- Strong skills in spatial data management, map design, analysis, and geospatial storytelling.
- Knowledge of disaster risk mapping, environmental issues, climate change, and participatory mapping methodologies.
- Familiarity with platforms such as OpenStreetMap, Mapillary, KoboToolbox, Survey123, and Avenza Map.
- Excellent communication, coordination, and reporting skills.

6. TECHNICAL SKILLS

The successful candidate should demonstrate practical knowledge of:

6.1. Essential

- **QGIS** or equivalent GIS software;
- Digital field data collection;
- GPS/mobile-based data collection;
- Spatial data management;
- Data cleaning and quality control;
- Map production and cartography;
- Microsoft Excel or equivalent spreadsheet software;
- Basic data analysis and visualization.

6.2. Desirable

Experience with one or more of:

- QField;
- KoboToolbox/ODK;
- ArcGIS;
- ArcGIS Online;
- Survey123;
- Google Earth/Google Earth Pro;
- OpenStreetMap;
- Web mapping;
- Dashboard development;
- Remote sensing;
- UAV/drone mapping.

7. Fieldwork Requirements

This is a **field-based position**. The successful candidate should be prepared to:

- Travel regularly within Bobonaro and or will be support as well in Covalima;
- Work in rural and remote communities;
- Conduct household-level data collection and verification;
- Work with local authorities and community leaders;
- Use mobile/digital devices for field data collection;
- Work in varying weather and field conditions;
- Participate in monitoring visits and joint field missions.

8. LANGUAGE REQUIREMENTS

- Good command of **Tetum**. Knowledge of local languages spoken in **Bobonaro** will be an advantage.
- Good working knowledge of **English**.

HOW TO APPLY!

We encourage both young women and men to apply and join our team.

Please send your **updated CV, Cover Letter, and Voter ID/Identity Card** to the following email address:

info@gistl.org

NOTE: Please also prepare your **Certificate of Criminal Record**. This will be required if you are selected for this position.

If you have any questions or need clarification regarding the information above, please feel free to contact:

+670 78714724/74190346 or E-Mail: info@gistl.org

Deadline to Submit the Document: **6 September, 2026**