ICIMOD

Intervention Manager- Regional Information Services
(Senior Specialist- Geoinformation Technology)

Action Area: Regional Cooperation and Collaboration

Strategic Group: Regional Action and Global Advocacy

ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500 km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of over two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983 that works to make this critical region greener, more inclusive, and climate resilient. For more information, please explore our website.

Position Overview

The Regional Information Service (RIS) is a new intervention in ICIMOD's *Building Institutions for Regional Cooperation and Collaboration* Action Area, part of the organisation's work on *Enabling Regional and Global Mechanisms for Sustainable Action.* The overall objective of the RIS is to harness the power of data and rapid evolving digital technologies to make a difference to decision making in a way that sustains and protects lives and livelihoods across the rapidly changing Hindu Kush Himalaya region.

The RIS enhances access to data, information and insights on climate and environmental trends and events. It focuses on developing high-priority regional datasets, advanced information systems, applications and tools, as well as innovative digital platforms to inform research, policy, planning, and investment decisions. RIS will also work to integrate the best of digital innovation moving forward – such as AI, machine learning, as well as cloud computing, as well as to deploy a networked approach to deliver rapid, high-quality information services to its users within and outside ICIMOD.

This position - Manager of the Regional Information Service (RIS) intervention will also act as the Geoinformation Technology Senior Specialist and therefore as a thought leader in this sphere, contributing right across ICIMOD and its partners. The position supervises and manages the RIS and ensures its successful delivery and alignment with organisational standards, and coordinates with others in the organisation. This position is accountable for the overall quality and timely execution of the RIS ensuring that all its components are well integrated, coordinating and working across other teams in ICIMOD working on tools, models development and data collection, and mutually reinforcing to achieve the desired outcomes. This includes risk management, clear communication, and collaboration across the organisation to ensure that all involved personnel understand their roles and contribute effectively as a team. The role will also supervise and hold oversight for, staff working under the USAID/NASA SERVIR programme (an initiative to use satellite data and geospatial technologies to strengthen weather and climate resilience, agriculture and food security,

water security, ecosystem and carbon management, and air quality and health), and other relevant investments.

Responsibilities

The post holder will be responsible for delivering the RIS Intervention results in line with the commitments in ICIMOD's Strategy 2030: Moving Mountains and our Medium-Term Action Plan V (2023–2026): Embracing Change and Accelerating Impact.

The key responsibilities include the following:

1. **Developing a demand-driven and user-needs oriented Regional Information Service (RIS) (45%)**
   - Lead and manage the RIS team to implement the three components of the RIS intervention: Regional Data, Analytics and Innovation.
   - Assign clear roles and hold to account RIS team members and those required to deliver RIS across the organisation.
   - Lead the redesign and integration of ICIMOD's Regional Database System (RDS) with RIS. Ensure that access to existing data and information is significantly improved and user driven. Manage the development of a portal to maintain and present ICIMOD and partners' data and information using the most appropriate data management systems and analytical tools. Establish and extend networks with other relevant institutions to enhance our data capability and services.
   - Coordinate across the organisation to develop vital regional data on priorities that are relevant to the region's needs and responsive to users' needs, such as regional climate data, climate and environmental outlooks, trends, and events, and support thematic assessments and ensure the information is being widely disseminated. Work closely with the web team to integrate RIS with the ICIMOD website.
   - Lead the design and development of innovative tools and applications (mobile and web applications including internal and external needs) including applied research on information technologies (such as AI, Machine Learning, Big Data, cloud technology).
   - Push forward ICIMOD's capability to use innovative data creation, management, presentation and analysis methods across the whole of ICIMOD and its programmes.
   - Coordinate the design of the RIS with demand-driven and user-friendly web applications and cutting-edge technologies to visualize the HKH data and information in adaptable formats. Work closely with the Communication Team to improve data access and uptake through the new ICIMOD website redesign and rebuild.
   - Establish cross-organisation collaboration mechanisms and critical IT infrastructure to sustain the RIS.
   - Coordinate with HR to recruit capable technical staff for the RIS functions and support them in delivering results. Provide leadership, supervision, and support to reporting staff and ensure their learning and development.
   - Ensure that all components of the RIS intervention are mutually reinforcing and that the diverse funding sources feeding each component blend effectively. Lead the development of proposals to secure resources for RIS activities.

- Identify, track, and mitigate risks to the delivery of RIS objectives.

2. **Oversight for the USAID/NASA SERVIR HKH programme and other GIT projects (25%)**
   - Work closely with and provide leadership to the Programme Coordinator/Chief of Party of the USAID/NASA SERVIR-HKH programme to ensure that the milestones and targets of the SERVIR HKH and other GIT projects are met, and results are delivered on time.
   - Oversee the development of annual and long-term plans for the SERVIR HKH Hub, coordinating with the team and subject experts to maximize impact and sustain SERVIR-HKH and its services.
   - Play a high-level strategic communications and representational role to ensure that ICIMOD is responding to USAID and NASA monitoring, reporting, and communication needs.
   - Assess ICIMOD staff's and partners' capability relating to GIT applications, identify training needs and conduct hands-on training where it is needed.
   - Oversee stakeholder mapping and due diligence for new partnerships and for collaboration with Regional Member Countries and ensuring these partnerships are mutually reinforcing.
   - Develop and implement partnership engagement strategies for the adoption of SERVIR HKH tools and applications by Regional Member Country partners.

3. **Cross organisation collaboration and institutional support (10%)**
   - Provide necessary planning, budgeting and reporting support, including monitoring and risk management, during review, planning and budgeting processes, in collaboration with colleagues across the organisation.
   - Support the Business Development and Resource Mobilisation teams in writing tailored concept notes and proposals for resource mobilisation for RIS activities.
   - Seek opportunities to collaborate with colleagues outside of the line management chain and across the organisation to contribute to the overall ICIMOD approach to delivery.
   - Engage with the cross-cutting theme leads to ensure integration of GESI, biodiversity and climate change issues across the relevant work area.

4. **People management (10%)**
   - Provide high-quality line management to staff in the work area as required, including leadership, supervision, and support to reporting staff. Ensure the ongoing learning and development of reporting staff.
   - Support the recruitment and capacity building of reporting staff where necessary.

5. **Knowledge generation and communication (10%)**
   - Develop and implement a user-needs-oriented and demand-driven communication and dissemination strategy for RIS to ensure that external partner and stakeholders' needs in the region are prioritised and responded to, as well as ensuring information is presented in global fora to advocate for the HKH.

- Establish wide outreach mechanisms for RIS to ensure the information is being widely disseminated and integrated, where relevant, in our RMC's own tools, systems and services.
- Publish blogs, short communications and peer-reviewed articles in relevant media and impact factor journals.

Qualifications and Experience

ESSENTIAL
- A PhD in Management Information Systems with a minimum of ten years of postdoctoral experience in GIT design and system operationalization. Alternatively, a Master's degree will be considered with at least twelve years of relevant post-study work experience.
- Deep understanding of the theoretical and practical aspects of data and information systems, services and GIT applications in ICIMOD's priority thematic areas.
- Able to: identify and analyse geo-information needs, challenges and opportunities; gather data; develop and maintain regional datasets; and design and develop solution packages. Able to understand and develop innovative information systems and user-friendly services.
- Possessing a wide regional and international network with excellent networking ability, and very strong communication and interpersonal skills.
- Able to identify the key drivers of success and plan and adapt approaches as needed to achieve goals and stay on track.
- Capable of providing institutional-level leadership and managing a diverse team of professionals, prioritising tasks, delegating responsibilities, and managing resources effectively.
- Proven ability to communicate, coordinate, and work effectively with diverse stakeholders, including senior government officials, and on politically sensitive topics.
- Strong written and verbal communication skills, with fluency in the English language.
- Willingness to travel frequently within and outside of the HKH region.

PREFERRED
- Familiarity with the social and environmental challenges of the HKH region.
- Awareness of the region's data and information-related needs, gaps and challenges.
- Commitment to promoting and supporting gender equity and social inclusion.
- Experience with communicating to a diverse audience (e.g. media, conferences, funders).

Reporting and Supervising

The post holder will report to the Action Area Coordinator and work in close collaboration with the Strategic Group Lead. They will also work in close collaboration with other Strategic Groups and Action Areas as and where relevant.

Location

The post holder will work in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Frequent travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), good local and international schools, and a low crime rate. Nepal offers terrific trekking trails, white water rafting, safaris, rich culture and charming yet lively nightlife.

Duration

The initial appointment will be until December 2026, and there will be a probation period of six months. An extension is possible subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. This position's starting annual gross salary is USD **66,510**/- (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, and family/post adjustment allowance. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package which includes child/dependency allowances, insurances (medical, life and accidental), children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and repatriation allowance.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values express our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to maintain while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on applicants' qualifications and competence. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity,

sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants must apply online before **March 02, 2025** (11:59 PM Nepal Standard Time) through ICIMOD Vacancy Application Portal.

Only shortlisted candidates will be notified.