JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN

JOB SUMMARY:

The Land Settlement Agency is responsible for collecting and maintaining geographic information on statelands under its purview. The GIS Technician is responsible for providing technical support in the creation, maintenance and dissemination of data and maps collected from Sites and Containment Exercises. The GIS Technician is also required to compile and integrate spatial and tabular data from different sources.

REPORTS TO:	GIS Officer and Manager Infrastructure Development Unit.
SUPERVISION GIVEN TO:	

DUTIES AND RESPONSIBILITIES:

- Creates new GIS spatial and tabular data by various methods, such as digitizing, data entry and data conversion
- Maintains the existing GIS spatial and tabular data by performing regular updates in order to insure and maintain the validity of the data
- Provides technical support for all units of the agency, that is any requested GIS services, such as data conversion, analyses and queries
- Works with other governmental agencies and the public to obtain and maintain accurate and consistent data
- Liaises with other departments, agencies and general public on technical matters related to GIS applications and products (E.g. All land agencies is trying to establish a primary key to share data)
- Prepares regular status reports, highlighting GIS issues requiring attention to ensure quality assurance of the data.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	- Proficiency in GIS software, preferable ESRI's ArcGIS software - Knowledge of coordinate systems and cartographic standards - Working knowledge of Microsoft Office Suite and excellent computer skills
SKILLS AND ABILITIES:	- Ability to read and create maps and to read cadastral plans - Ability to read and understand deeds and legal instruments related to land - Ability to work both independently (when required) and within a

	team • Possess effective and professional communication skills • Basic report writing skills • Excellent interpersonal skills • Good time management skills • Good problem solving skills • Attention to details

MINIMUM EXPERIENCE AND TRAINING:

- AAS (Associate in Applied Science) Geographic Information Systems OR , any equivalent qualification
- Three (3) years' experience in developing, manipulating, analysing and maintaining GIS data using ESRI ArcGIS Software; OR, any equivalent combination of training and experience which would provide the applicant with the desired skills, knowledge and ability required function in the role independently.