LAND SETTLEMENT AGENCY

Unit : **Infrastructure Development Unit**

Position : **Geographic Information Systems (GIS) Technician**

JOB SUMMARY

To provide technical support in the creation, maintenance and dissemination of data and maps collected from Sites and Containment Exercises, with the ability to compile and integrate spatial and tabular data from different sources.

ORGANISATIONAL RELATIONSHIPS

- Reports to the GIS Officer and Manager Infrastructure Development Unit.

DUTIES

- 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 of GIS concepts and automated mapping procedures
- Ability to understand and manipulate digital land base data in Arc Map environment (i.e. GPS points, aerial photography, Cadastral sheets etc)
- Ability to use GIS software and hardware, as well as database software , to input, manipulate and manage both spatial and tabular data

- Ability to use GIS software (ArcMap tools, wizards and extensions) to create custom and standard maps and reports for internal and external use
- Ability to effectively communicate technical and non technical information to other employees and to the general public, both verbally and in writing
- Ability to follow established procedures and handle multiple tasks simultaneously while meeting the objectives of the project

QUALIFICATION, TRAINING AND EXPERIENCE

- AAS (Associate in Applied Science) Geographic Information Systems OR , any equivalent qualification
- Three (3) years experience in developing, manipulating, analyzing 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 to perform the job