

Job Title	GIS TECHNICIAN II
Division	Land Information and Mapping
Section	GIS
Location	Head Office
Salary Band	Three (3)
Objective	To assist GIS Analyst with computer map preparation, editing, plotting, and performs GIS analysis.
Main Responsibilities	<ol style="list-style-type: none"> 1. Receives and record forms, charts, maps, drawings and other sources of information to input into digital format. 2. Makes use of a range of data capture techniques (scanning, manual and screen digitising) to input spatial and a spatial data into the digital format. 3. Manipulates spatial data to create new land information products library. 4. Reads and interprets source documents, such as civil engineering plans, plot maps, and legal descriptions, and enters required data into the GIS. 5. Verifies accuracy and completeness of documents or data sets. 6. Generates reports and manipulates data from the GIS database. 7. Assists GIS Analyst in maintenance of metadata. 8. Undertakes additional duties as are reasonable required by the GIS Analyst.
Working and reporting relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • GIS Analyst. <p>Working relationships (internal):</p> <ul style="list-style-type: none"> • Staff within the Land Information & Mapping Division, Land Administration Division, and Surveys Division.
Job specifications	<p>Qualifications: 5 GCE O-Level/CXC (General) passes or equivalent qualification with English and Mathematics included. Applicants must have completed the internal Land and Surveys Commission training or have acquired a Technical diploma in Computer Science from the University of Guyana, GTI plus GLSC GIS and AutoCAD Training.</p>

Experience and knowledge:

Must be computer literate and have a minimum of one (1) year experience in the use of GIS.

An ability to produce work of a high standard.

Demonstrable skills in technical drawing, layout and graphics based software.

Analytical and Logical Skills:

Problem Solving.

Planning and organising skills.

Written Communication to produce comprehensive reports.

Inter-personal Skills:

Verbal Communication for meetings and presentations at all levels.

Personal Strengths:

Flexibility to adapt to changing priorities.

Determination to achieve stated objectives under pressure from difficult resource constraints.

Integrity to ensure that all actions simultaneously conform to business, best practice and compliance requirements.