

EXTERNAL VACANCY

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN

COMPANY: Holding Company

DIVISION: Corporate Services

UNIT/DEPARTMENT: Information and Communication Technology

CATEGORY OF STAFF: Contract

JOB PURPOSE:

- The incumbent is required to provide GIS services and technical support in the creation, maintenance and dissemination of data and maps collected from sites and developments of the Trinidad and Tobago Housing Development Corporation and its three (3) Subsidiaries (HDC Group), with the ability to compile and integrate spatial and tabular data from different sources.

WORKING RELATIONSHIPS:

- Reports to the Manager, Information, Communication and Technology.
- Works closely with personnel in the ICT Department, service providers, internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Provides technical support for the GIS Unit, that is any requested GIS services, such as data conversion, analyses and queries.
- Create detailed maps and visualizations to communicate complex data clearly and effectively.
- Develop, maintain, and analyze GIS databases and spatial datasets performing regular updates in order to insure and maintain the validity of the data.
- Conduct spatial analyses to support project objectives, including but not limited to site selection, resource management, and environmental assessments.
- Collaborate with cross-functional teams to integrate GIS solutions into project workflows.
- Stay current with industry trends, technologies, and best practices related to GIS and geospatial analysis.
- Troubleshoots GIS related problems; assists valuation staff in the use of GIS map applications.
- Assists in the development, testing and implementation of customized spatial applications and services (web-based, mobile and desktop).
- Reports:
 - Prepares regular status reports, highlighting GIS issues requiring attention to ensure quality assurance of the data.
 - Prepare reports and presentations summarizing findings and recommendations.
 - Prepares and submits other reports in accordance with the Corporation's requirements.
- 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 are trying to establish a primary key to share data).
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Associate or Bachelor's Degree in Geomatics, Geography, GIS, Environmental Science, Information Systems or Computer Science;
- Minimum of two (2) years hands-on experience working with Geographic Information Systems will be preferred; 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.

KNOWLEDGE AND SKILLS:

- Knowledge of ESRI's software suite and products.
- Knowledge of GPS handheld units and data collection techniques.
- Knowledge of ArcGIS data models.
- Knowledge of data extraction techniques and cartography.
- Some knowledge of GIS programming languages and techniques.
- Some knowledge of project management tools and techniques.
- Some knowledge of relevant Public Service Rules and Regulations.
- Ability to read and create maps and to read cadastral plans.
- Ability to read and understand deeds and legal instruments related to land.
- Strong organizational, time management and interpersonal skills.
- Ability to work independently and to operate as part of a team.
- Good problem-solving and time management skills.
- Effective report writing and presentation skills.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with external stakeholders and members of the public.
- Excellent communication skills (oral, written and interpersonal).
- Excellent documentation skills.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.