



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DEPARTMENT OF CORPORATE SERVICES

JOB DESCRIPTION: SENIOR GEOSPATIAL OFFICER (1 POST)

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$34,760.31 - \$44,564.50
3. Duty Station: Headquarters, Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Director Corporate Services
 - b) **Liaises with:** All staffs within the Ministry, Stakeholders and Suppliers
 - c) **Subordinates:** Geospatial Officers

POSITION PURPOSE

The position is responsible for the management of the Geographic Information System Unit reporting to the Director Corporate Services for administrative issues. For all technical instructions, the position reports to all respective Directors.

KEY RESULT AREAS (KRAs)

The position will achieve its purpose through the following:

1. Oversee the efficient and effective management of the GIS Unit through the coordination of all GIS related activities including liaising with statutory bodies on the design, review and update of GIS system;
2. Organize appropriate forums within the Ministry in order to promote the use of GIS technologies for efficiency in service delivery;
3. Continuously provide timely and expert advice to management on the diffusion of GIS to End-Users;
4. Provide timely, accurate, and meaningful GIS data to the entire Ministry whenever required;
5. Monitor and evaluate the accessibility and progress of GIS and implement an integrated GIS web-based solutions for the Ministry and its stakeholders;
6. Actively contribute to all corporate requirements on the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and timely management of staff performance and regular monitoring of attendance to enable successful delivery of quality, and timely outputs identified in individual work plans and operational plans;
2. All GIS activities are delivered within the agreed timeframes, and compliant with relevant processes, legislation and policies;
3. Timely and accurate advice is provided to ensure a consistent approach to operational activities; and
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

PERSON SPECIFICATION

In addition to a University degree qualification in Land Management/ Geospatial Science or equivalent Technical certification, the following experience, knowledge, skills and abilities are sought:

Knowledge and Experience

1. At least 5 years' experience in GIS Data/ Geospatial technology, managing ArcGIS online, uploads and create portal;
2. Experience in developing integrated GIS applications;
3. Practical working knowledge of GIS mapping software such as AutoCAD, LISCAD, MapInfo, ArcGIS and other open source software; and
4. Sound understanding of the fundamental geospatial data standards used for applicable improvements.

Skills and Abilities

1. Demonstrated ability to lead, plan and organize activities and work cooperatively within a team environment;
2. Ability to follow guidelines and appropriately apply processes;
3. Sound communication, interpersonal and representational skills;
4. Capacity to utilise computer programs to support daily operations;
5. Ability to follow instructions and meet set timelines; and
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job as these criteria will be considered in assessing the relative suitability of applicants.