



Position Description

Position:	Geographical Information Systems (GIS) Officer	
Position Type :	Contract Position	
Remuneration:	K35,000.00 Base Salary plus other allowances commensurate with relevant skills and experience.	
Location and Position No:	KMD	
Reporting Relationship:	Reports to Information Management Systems Manager and Development Indicators Research Program Leader	

Job Description

Position Summary

The GIS Officer works within the PNG NRI Knowledge Management Division. This position will play a key role in supporting the Database Unit and ensure that the District Information System is established and effectively managed.

The District Information System, incorporating GIS and web base technologies is established and operational in an online format that is accessible to users inside and outside of PNG NRI.

Key Responsibilities

- Assist to manage, administer and maintain Database;
- Assist to manage, administer and maintain database daily activities;
- Manage SQL database system;
- Perform data entry into the database system;
- Liaise with IMS Manger & Development Indicator Research Program Leader, PNG NRI management and external stakeholders for collection of public policy documents;
- Maintain catalog of hardcopy documents filing systems;
- Scan hardcopy documents into the system for indexing, cataloging and formatting;
- Assist team members with the assigned tasks; and
- Collate reports on activities for management and stakeholders.

Skills & Knowledge

- Excellent customer services skills;



- IT skills, including the use and manipulation of complex databases and spreadsheets;
- Familiarity with Ordinance Survey mapping and digitising techniques;
- Compile geographic and demographic data from relevant sources;
- Consult with external stakeholders to access censuses, fieldwork, satellite and aerial imagery and maps;
- Design and/or Create maps and graphs, using GIS software;
- Support in designing and creating geospatial database;
- Perform research to obtain datasets and/or expand existing datasets;
- Experienced in certain aspects of end user computer hardware and software;
- Excellent communications skills and team work oriented;
- Competent problem-solving skills;
- Organizational skills;
- Interpersonal skills; and
- Ability to perform under minimum supervision and pressure.

Qualifications

- A Degree in computer science, environment and sustainability, geographical information systems, geography, maths or statistics, software engineering, surveying, urban planning.
- Minimum of 5 years' experience as in information systems management, database administration or in a similar role.
- Knowledge of specialised software packages such as ArcGIS or ESRI.

Attributes

- Team worker.
- Reliable.
- Strong service orientation.
- Sound administrative skills.
- Priority Setting.
- Sober habits.