



FOREST TECHNICIAN – GEOGRAPHIC INFORMATION SYSTEMS (GIS)
(LEVEL 5)

Basic Salary: \$2,478,125.00 - \$3,332,803.00 per annum.

JOB PURPOSE:

Under the direct supervision of the Senior Director, Forest Resource Information Management, the Forest Technician – Geographic Information Systems (GIS) will assist with and provide technical support to field officers involved in the implementation and monitoring of forest management activities.

KEY RESPONSIBILITY AREAS:

Administrative Responsibilities

- Provides inputs for the operational plans, budget, and the setting of priorities for the Branch;
- Develop individual work plans that are aligned to organisational goals and objectives;
- Prepares and submits progress reports in accordance with the agreed work plan;
- Performs standard-level professional work compiling, verifying, maintaining hardcopy data/maps and inputting & updating information into multiple GIS databases;

Technical Responsibilities

- Utilizes in-house Geographic Information System (GIS) software and hardware to digitize and enter data;
- Scans, geo-references and digitizes information and creates, maintains, updates, and queries GIS data to provide easier access and retrieval of processed information on multiple databases to support valid statistical analysis;
- Creates accurate grid references utilizing appropriate GIS software, coordinate geometry, and graphics to correspond with the information and/or design drawing, legal surveys, maps, and addresses needed to update information for infrastructure mapping;
- Compares field and office mapping to resolve incongruous information issues, and utilize Global Positioning System (GPS) or wireless GIS systems to collect or verify the accuracy of the GIS data;
- Creates and updates various map types using planimetric and thematic mapping techniques and aerial and satellite data;
- Performs quality assurance on GIS data and processes;
- Maintain data and map request log;
- Prepare reports as required;

PERFORMANCE STANDARDS:

- Reports contain accurate information and are produced within the agreed timeframes;
- GIS software and hardware data digitized and entered on an ongoing basis to ensure current information is readily available;
- Grid references created using appropriate to correspond with the relevant information and in accordance with established timeframes;
- Individual work plan prepared and submitted in keeping with established standards and within the prescribed timeframe ;
- Maps are accurately created and updated on an ongoing basis to be readily available upon requests.
- Quality assurance tests conducted on all data management processes;
- Data and maps request logs maintained on an ongoing basis in keeping with the required standards;

REQUIRED COMPETENCIES:

The post-holder will be able to demonstrate:

Technical

- Ability to use office productivity tools efficiently and effectively (Excel, Word, etc.).
- Ability to read and interpret plans, drawings, maps, surveys, and other technical documents and drawings
- Experience with both scanning/on-screen and tablet digitizing.
- Knowledge of rectification techniques.
- Experience working with vegetation and/or wildlife datasets and must be physically fit to navigate remote forest terrains
- Knowledge of GIS analysis and map preparation
- Knowledge of GIS data upload/download

Behavioral

- Ability to build partnerships in achieving operational goals;
- Strong customer orientation skills;
- Ability to work independently with general supervision and direction.
- Excellent oral and written communication skills;
- Strong interpersonal skills;
- Ability to work under time constraints and deadlines;
- Ability to work cooperatively with other employees;
- Ability to accomplish complex project tasks in cooperation with other employees;

MINIMUM QUALIFICATION AND EXPERIENCE

- A Diploma in GIS or closely related fields
- A minimum of 2 years experience in a GIS-related position

PLUS

- Knowledge and proficiency to utilize ESRI's ArcInfo and ArcView software products

- Competent in data collection, the use of GPS technology and the integration with GIS software
- Knowledge of the Microsoft Windows operating systems and MS Office software suite.
- Having a knowledge of remote sensing and natural resource/forest management would be an asset.

OR

- Any other acceptable combination of academic qualification and field experience

Applications along with résumés should be submitted no later than
Friday, February 2, 2024 to:

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.