

POSITION DESCRIPTION

Job Title	:	Geographical Information System Specialist
Division	:	Office of Disaster Preparedness and Management
Unit	:	Mitigation, Planning and Research Unit
Reporting to	:	Mitigation Manager
Supervising	:	Nil
Role	:	The incumbent is required to utilize GIS to combine hazard management with life, property and environment values. The incumbent will also facilitate the adjustment data and scenarios for predictions, modeling, planning and estimation.

Duties and Responsibilities :

- Functions as the main point of contact on Geographical Information System and data issues within the ODPM.
- Conducts GIS analysis and mapping and liaise with other Ministries and agencies.
- Ensures that GIS data is presented in a form that can be readily understood by others.
- Coordinates data acquisition from other national partners.
- Develops an inventory of available data. Obtains and archives copies of all available hazard maps.
- Manages GIS related database.
- Provides technical assistance to other Ministries and agencies in the development of mitigation plans.
- Performs any other related duties as required.

**Knowledge, Skills
and Abilities :**

- Knowledge of disaster risk management concepts.
- Knowledge of working with relational databases.
- Outstanding computer and data management skills.
- Proficient with Microsoft Office Suite and GIS platforms.
- Strong communication skills.
- Strong analytical and research abilities.

**Minimum
Qualifications and
Experience :**

- Bachelor's degree in Physical Sciences or GIS.
- Minimum of two (2) years experience in GIS analysis and mapping.

**Special
Requirement :**

- Expected to be on call 24/7 and respond to emergencies.