



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Geographic Information System (GIS) Specialist
Division/Department:	Office of the Executive Director (OED)/Information & Communication Technology (ICT)
Reports To:	Information & Communication Technology Manager (ICTM)
Supervises:	N/A
Date Written:	February 2019

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Information & Communication Technology Manager (ICTM) and collaborate with staff of the Technical Programme Management Division and other Agency staff.

2.0 SUMMARY

The GIS Specialist will lead the production and delivery of GIS products and services.

3.0 DUTIES AND RESPONSIBILITIES

- 3.1 Lead the development of and support monitoring of the Geospatial aspects of the CDEMA Coordinating Unit Corporate Plan and Work Programme.
- 3.2 Lead the development and production of geospatial applications, maps and related documents to support the work of the CU.
- 3.3 Produce high quality cartographic products and templates for the production of digital, as well as hard-copy mapping products; including web-map products.
- 3.4 Work closely with clients, information providers, and participating states to identify their requirements and suggest solutions, based on geospatial technologies, which meet these requirements.

- 3.5 Assist in the design, implementation and long-term management of the GeoCRIS Platform.
- 3.6 Conduct Geo-Spatial Analysis to inform planning, hazard analysis, risk assessments and response operations.
- 3.7 Guide the efficient integration of existing, and proposed, spatial data management technologies.
- 3.8 Lead the definition and collation of geospatial datasets, including Common Operational Datasets (COD), and the design and implementation of geodatabases.
- 3.9 Lead the definition of data standards for geospatial datasets including; metadata standards and spatial accuracy standards.
- 3.10 Prepare training documentation and conduct training for staff of the Coordinating Unit, the National Disaster Offices as well as partners, to strengthen geo- spatial information use, exchange and management.
- 3.11 Work with knowledge management professionals to create information products based on the results of geospatial analyses.
- 3.12 Develop strong links with other GIS staff in the humanitarian community to promote coordination and information-sharing between organisations.
- 3.13 Participate in technical working groups as required.
- 3.14 Participate in meetings internally and externally as required.
- 3.15 Prepare and submit monthly and other reports as requested.
- 3.16 Participate in disaster response activities of the Agency, including deployment as may be required.
- 3.17 Perform any other related duties as may be directed from time to time by the ICTM or any duly authorized officer of the Agency.

4.0 CONDITIONS

- 4.1 General administrative office accommodation provided.
- 4.2 Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 4.3 Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities.

- 4.4 Subject to general service conditions applicable to established staff members of the Agency.
- 4.5 Access to all available relevant information and resources for effective discharge of duties.
- 4.6 Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities.

5.0 QUALIFICATIONS AND EXPERIENCE

- 5.1 Advanced Degree in Geographic Information Systems (GIS), Information Management, Geography or related field and a minimum of three (3) years' experience in a GIS focused role or;
- 5.2 A Bachelor's degree in Geographic Information Systems (GIS), Information Management, Geography or related field and a minimum of five (5) years' experience in a GIS focused role.
- 5.3 Certification in Geographic Information Systems is desirable.
- 5.4 Experience in the development and maintenance of Geographic Information Systems.
- 5.5 Experience working in a geospatial focused role within a humanitarian, disaster or emergency response agency is considered an asset.

6.0 KNOWLEDGE, SKILLS AND ABILITIES

- 6.1 Knowledge of the use of information management in humanitarian response;
- 6.2 Ability to analyze and articulate the information management requirements of complex situations requiring a coordinated response
- 6.3 Knowledge of current Desktop GIS software, desirable:
 - QGIS Desktop 2.14 and newer
 - ArcGIS Desktop 10.4 and newer with knowledge of basic, standard and advanced tools as well as extensions; particularly, Spatial Analyst, 3D Analyst and data interoperability tools compatible with ESRI software and formats. Knowledge of ArcGIS Pro Desktop is an asset.
- 6.4 Demonstrated experience using ArcGIS model builder or another workflow diagramming, or UML, tool (such as SAFE FME) to automate and document GIS workflows.

- 6.5 Proficiency in Adobe Illustrator or another vector graphic design tool (Inkscape or Corel Draw) for the production of high-quality cartographic products is desired.
- 6.6 Proficiency with vector and raster map tile design and generation using software such as Mapnik or Mapbox Studio is an asset.
- 6.7 Demonstrable knowledge of metadata standards such as FGDC, Imagine and ISO 19115 and metadata readers/catalogs implementing these standards.
- 6.8 Proficiency with a Remote Sensing software package such as; ERDAS Imagine, ENVI, PCI Geomatica, or Orfeo Toolbox is an asset.
- 6.9 Experience with the use of map servers such as ArcGIS Server, QGIS Server, Geoserver, Mapserver or another vector/raster tile server is an asset.
- 6.10 Familiarity with a programming language, such as Python or Javascript, is an asset.
- 6.11 Knowledge of civic addressing systems and geo-coding of addresses is an asset
- 6.12 Ability to communicate effectively with persons at all levels
- 6.13 Excellent planning and organizational skills
- 6.14 Critical thinking and problem-solving skills
- 6.15 Ability to manage multiple priorities in a fast-paced environment
- 6.16 Flexibility and adaptability
- 6.17 Demonstrated team leadership
- 6.18 Proposal writing, report writing, data acquisition and analysis skills
- 6.19 Excellent interpersonal and communication skills
- 6.20 Excellent negotiation, diplomacy and advocacy skills
- 6.21 Appreciation of workplace diversity