

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: MFMRD		
2. Position Title: Senior GIS Analyst	3. Salary Level: L9-7	4. Division: Mineral Division
5. Reports To: Principal Mineral Officer (Inshore)	6. Direct Reports: Principal Mineral Officer (Inshore)	
7. Primary Objective of the Position: For the management of the Ministry’s geospatial database and information that supports decision making and management of fisheries and marine resources		

8. Position Overview	
9. Financial: NIL	10 Legal: Seabed Minerals Act 2016 National Condition of Service
11. Internal Stakeholders: Fisheries Licensing Division Coastal Fisheries Mineral Division To be referred to Manager: Maps and Technical reports	12. External Stakeholders: MELAD OB MPWD MCTTD To be referred to Manager: Maps and Technical reports
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
	• Collating, collecting and creating marine spatial data layers in a spatial relational database system as a national spatial hub	Marine Spatial Data and National spatial hub
	• Design and formalize methods/procedures for the collection of spatial data and information gathering	Data collection guidelines
	• Developing, Maintaining, upgrading and managing the Ministry's spatial database map server	Map server
	• Lead the design and creation of spatial models to better inform decision making on issues when needed	GIS problem solving models
	• Lead in the design and development of GIS linking ground locations/facility maps with survey data to produce maps	Maps
	• Formulate and coordinate collection, study, analysis and provision of marine spatial data/information that are critical for the development of the Ministry's management plans and strategies	Marine spatial data and information for management plans and strategies
	• Coordinating or participating in spatial working committees and implementation of relevant programmes	No of spatial working committee meetings and relevant activities
	• Provides technical guidance to staff involved in interpreting satellite photos, cartography, data analysis, experimental	Trainings or workshops

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	design and capturing data for conversion into GIS formats.	
	• Manage and Administrate the GIS computing infrastructure	A well-established GIS computing infrastructure
	• Provide technical guidance to the Ministry and other stakeholders on GIS application and uses	No of technical assistance offered
	• Establishing standards and quality control for data entry procedures	Standards and quality control guidelines
	• Ensuring that the GIS sector is well resourced with relevant equipment, tools and software	Equipment, tools and software
	• Analyzing marine spatial data and application of statistical analysis to produce GIS maps and reports to update regular management of fisheries and Mining activities	Maps and Reports

10. Key Challenges	11. Selection Criteria
GIS is not a common field and very limited people have qualification in GIS.	Qualification: Degree in Geographical Information System or Diploma in Geographical Information system with 5 years of working experience
	11.2 Key Attributes (Personal Qualities): 1. Knowledge Mapping Surveying Coordinate systems Spatial database Computer programming

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	Database management 2. Skills: Mapping and Surveying Spatial Database Computer skills 3. Attributes Efficient and effective Aptitude for the provision of high quality service Flexible approach and demonstrated ability to meet deadlines Ability to work as part of team, with a high level of interpersonal skills and minimal supervision Strong analytical and problem solving skills Ability to take initiative and work without supervision
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